



Township of Georgian Bay AMPS Extension of Time to Pay

Policy Number: 2024-003-AD

Department: Fire and Emergency
Services

Effective Date: February 12, 2024

Approval: CAO

Attachments:

Related Documents / Legislation: Administrative Monetary Penalty System
By-law 2024-004

A. Policy Statement

The Township of Georgian Bay has deployed an Administrative Monetary Penalty System (AMPS) for the administration of the various by-laws in force in the Township. The Township has authorized the appointment and use of Screening and Hearing Officers to hear and decide the outcome of disputes related to Penalty Notices issued for by-law violations. The system of administrative penalties incorporates defined options for the person against whom an administrative penalty is imposed to exercise, including an ability to request an extension of time for payment of a Penalty Notice.

B. Purpose

To provide a policy to respond to a Person's request for an extension of time to pay a penalty notice and to establish the basis and method by which an extension to the time to pay may be considered.

C. Definitions

For the purposes of this Policy, the following terms are defined in accordance with By-law 2024-004

Administrative Penalty means an administrative penalty as set out in Schedule 'A' of By-law 2024-004 for a contravention of a Designated By-law;

AMPS means Administrative Monetary Penalty System;

Hearing Officer means a Person appointed by Council to perform the functions of a Hearing Officer in accordance with this By-law 2024-004;

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Penalty Notice means a notice for a contravention of a **Designated By-law**;

Screening Officer means a Person appointed by Council to perform the functions of a Screening Officer in accordance with this By-law;

Township means the Corporation of the Township of Georgian Bay in the District of Muskoka.

D. General Terms and Procedures

Scope

The Person has a time-limited right to request a review of the administrative penalty by a Screening Officer.

Within 15 days of the date of the Penalty Notice the Person will have the option to:

- i. make a voluntary payment; or
- ii. request a review of the administrative penalty by a Screening Officer.

Extension of Time for Payment

Screening Officer

The Screening Officer has a residual discretion to cancel, reduce or to extend the time for payment of an administrative penalty. This is intended to address obvious errors without requiring a person to pursue review by a Hearing Officer.

The Screening Officer will consider reasonable requests for an extension of time to pay on a case-by-case basis, but is not obligated to grant the extension.

Hearing Officer

The Hearing Officer only has the authority to either:

- i. cancel or confirm the administrative penalty; and/or
- ii. extend the time for payment of an administrative penalty.

As with the Screening Officer, the Hearing Officer will consider reasonable requests for extension in the time to pay on a case-by-case basis, but is not obligated to grant the extension.

AMPS Extension of Time to Pay

The extension of time by either the Screening Officer or Hearing Officer should not exceed 180 days.

The decision of the Hearing Officer is final.

E. Supported By

Strategic Plan
Transparency Withing Government
Municipal, Fiscal and Resident Responsibility
Well Managed Infrastructure