



Township of Muskoka Lakes
P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0
Website: www.muskokalakes.ca
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ADMINISTRATIVE MONETARY PENALTY SYSTEM (AMPS) - HEARING REVIEW PROCESS

NOTICE OF HEARING REVIEW

Once your Hearing has been scheduled, you will receive a Notice of Hearing Review via email. This will include the date and time of the Hearing Review and instructions for joining the Zoom meeting. An Evidence Package will also be included, containing the Officer's evidence and your submitted documentation.

HEARING REVIEW

The Hearing Officer will conduct the Hearing Review. The Hearing Officer is not an employee of the Township; they are an impartial third party who is appointed by the Township. The Hearing Officer is required to comply with the Administrative Monetary Penalty System By-law, the Administrative Monetary Penalty System Policy, and the *Statutory Powers and Procedures Act*. The Hearing Officer does not have any authority to review the validity or constitutional applicability of a statute, regulation, or by-law.

Please note that the Hearing Review is not recorded and it is an offence to take any pictures or video or audio recordings of the Hearing Review. During the Hearing Review, the Hearing Officer will review all information and evidence provided by the Township and by you. They will provide the opportunity for both parties to speak and may ask clarifying questions.

HEARING DECISION

Upon review of an Administrative Monetary Penalty, a Hearing Officer may:

- **Affirm the Screening Decision** (keep the original decision as is)
- **Cancel the Administrative Penalty Notice, reduce the penalty amount, and/or extend the payment deadline for the penalty** (including any late fees), if the Hearing Officer believes this would maintain the general intent and purpose of the by-law and if one or more of the following conditions apply:
 - The individual would experience undue financial hardship
 - There is evidence, on a balance of probabilities, that the by-law was not contravened
 - All reasonable steps were taken to prevent the contravention

The Hearing Officer will verbally tell you the Hearing Decision at the Hearing Review. After the Hearing Review has been concluded, the Hearing Officer will issue a Hearing Decision document, and it will be provided to you. The Hearing Decision will provide the decision and may provide information on the reason for the decision, penalty amount, penalty deadline, payment information, and any other relevant information. The decision of the Hearing Officer is final.

FAILURE TO APPEAR AT HEARING REVIEW

If you fail to appear on the date and time for your Hearing Review, the Hearing Review will be deemed abandoned, the Administrative Penalty Notice will be confirmed, and a Hearing Non-Appearance Fee of \$200.00 will be imposed against you.

ADDITIONAL INFORMATION

For more information about the Administrative Monetary Penalty System, please visit www.muskokalakes.ca or call 705-765-3156.