

Administrative Procedure Name	Administrative Monetary Penalty System – Extension of Time to Request a Review	Administrative Procedure Number	P-COR-017
Effective Date	July 14, 2025	Revision Date	
Approved By	Council		
Related Administrative Procedure or Policy	Monetary Penalty System-Conflict of interest Monetary Penalty System – Financial Management and Reporting Monetary Penalty System – Prevention of Political Interference Monetary Penalty System – Public Complaints Monetary Penalty System – Extension of Time to Pay Monetary Penalty System – Undue Hardship		

1. Intent

- 1.1 The Township has implemented an Administrative Monetary Penalty System (**AMPS**).
- 1.2 The purpose of this procedure is to outline a process for requests to extend the time for a **Screening Review** or **Hearing**.

2. Scope

- 2.1 This procedure applies to a **Screening Officer** or **Clerk** reviewing an extension of time to request a **Screening Review** or **Hearing**.

3. Definitions

- 3.1 For the purposes of this Procedure:

“**Administrative Penalty**” means an administrative monetary penalty for a contravention of a Township By-law;

“**AMPS**” means Administrative Monetary Penalty System;

“**Clerk**” means the Clerk for the Township of Centre Wellington, or any person designated by the Clerk;

“**Hearing**” means a review of a decision of a **Screening Officer**;

“**Hearing Officer**” means a person who performs the functions of a Hearing Officer in accordance with the Township’s **AMPS** By-laws;

“**Penalty Notice**” means a notice for a contravention of a Township By-law and includes a Penalty Order;

“**Screening Officer**” means a person who performs the functions of a Screening Officer in accordance with the Township’s **AMPS** By-laws;

“**Screening Review**” means a review of an **administrative penalty** by a **Screening Officer**.

4. Application

- 4.1 A person who has been issued a **penalty notice** may request an extension of time to request a **Screening Review** or a **Hearing** in accordance with the applicable Township **AMPS** By-law.
- 4.2 A **Screening Officer** or **Clerk** may extend the time to request a **Screening Review** or **Hearing** where the person provides clear and sufficient evidence to establish the existence of mitigating or extenuating circumstances.
- 4.3 Mitigating or extenuating circumstances do not include excuses to justify the contravention.
- 4.4 A person may submit documented proof to demonstrate the mitigating or extenuating circumstances.
- 4.5 A **Screening Officer** or **Clerk** shall satisfy themselves as to the authenticity or credibility of the oral or written evidence presented.
- 4.6 The decision to grant an extension is at the sole discretion of the **Screening Officer** or **Clerk**, as applicable.

5. Implementation

- 5.1 All **Screening Officer(s)**, **Hearing Officer(s)**, and staff involved in the administration and enforcement of the **AMPS** program shall be provided with a copy of this procedure.
- 5.2 This procedure shall form part of the orientation for all:
 - (a) staff involved in the administration and enforcement of the **AMPS** program; and
 - (b) **Screening Officer(s)** and **Hearing Officer(s)**.