



How to Prepare for Your Screening Review

You have requested a review of your Penalty Notice(s) with a Screening Officer. Here is some additional information which you may find useful.

Screening Officers review submissions and render their decision by email or regular mail. You are not required to attend.

On a case-by-case basis, as determined and approved by the Screening Officer, a Screening Review can take place in person at Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0. If you have been approved for an in-person Screening Review, you must bring your evidence with you. Failure to appear and to remain at an in-person Screening Review until the matter has been determined by a Screening Officer will be deemed an abandonment of the Screening. The penalty will be affirmed and additional administrative fees, including a \$50.00-Screening Non-Appearance Fee will be applied. If someone is acting on your behalf, you must complete an Authorization to Act as Agent form.

Evidence

Documents that you intend to use as evidence in relation to the Penalty Notice should be attached to the screening request form or provided within 2 days of your initial request for screening to appeals@centrewellington.ca (i.e. medical note, photographs, accessible parking permits). If you are experiencing financial hardship, please include financial documents to support your claim (i.e. disability, social assistance, old age security). These copies may be kept by the Screening Officer and will form part of the Penalty Notice record.

Screening Review Procedure

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

1. Affirm the Penalty Notice (including Administrative Fees);
2. Reduce the Penalty Notice (including Administrative Fees);
3. Cancel the Penalty Notice (including Administrative Fees); or
4. Extend the time for payment of the Penalty Notice (including Administrative Fees)

If you are not satisfied with the decision of the Screening Officer, you may request a Hearing Review provided your request is received within 15 days of the date of service of the Screening Decision. Please note, the Hearing Officer is not bound by any decisions rendered by the Screening Officer.

Interpreter

The Township does not provide interpreters.

More Information

For more information regarding the Township's AMPS program please visit www.centrewellington.ca/AMPS