



## STANDARD OPERATING PROCEDURE

Effective: June 2, 2014  
Review Date: January 4, 2015

### Extension of Time to Pay an Administrative Penalty and Administrative Fees

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<b>Department:</b>	<b>Corporate Services</b>
<b>Division:</b>	<b>Council and Administrative Services</b>
<b>Section:</b>	<b>City Clerk's Office</b>
<b>Approved By:</b>	<b>Peter Fay</b>

#### **Purpose:**

To outline a process to respond to requests by persons with an Administrative Penalty for an extension of time to pay an Administrative penalty and any related administrative fees.

#### **Scope:**

This procedure applies to Screening Reviews and Hearing Reviews conducted by a Screening Officer and Hearing Officer, respectively, pursuant to AMPS By-law 333-2013.

#### **Definitions & Acronyms:**

#### **Procedure:**

1. All Administrative Penalties and/or administrative fees are due and payable immediately and must be paid within 15 days, as established by any due date issued by the City.
2. As the case may be during a Screening Review or Hearing Review, the Screening Officer or Hearing Officer, upon request by a person or agent before them in regard to an Administrative Penalty and/or related administrative fees, may:
  - a. make a decision to extend the time for a person to pay an Administrative Penalty and/or administrative fees, when the Administrative Penalty is affirmed or reduced
  - b. in the case of a Screening Decision review by a Hearing Officer, make a decision to extend the time for a person to pay an Administrative Penalty and/or administrative fees, when the Screening Decision is affirmed or reduced.
3. A request by any person for an extension of time to pay an Administrative Penalty and/or administrative fees shall be made on the basis of the following considerations:
  - a. The amount of the administrative penalty and administrative fees payable,
  - b. Whether the person is employed, retired, a student, or other circumstances that would render the payment of the administrative penalty and administrative fees an undue hardship,
  - c. financial hardship, or
  - d. absence from the municipality.



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4. A Screening Officer or Hearing Officer should generally not extend the extension of time to pay an Administrative penalty and administrative fees longer than 90 days after the decision or affirmation date.
5. An extension of time to pay shall apply to both an Administrative Penalty and/or related administrative fees.
6. Any date established as part of a decision by a Screening Officer or Hearing Officer to grant an extension of time to pay shall be a deadline for which all required payments related to an Administrative Penalty and administrative fees shall be paid to the municipality in full. A person may pay such lesser amounts to the municipality in periods before the deadline established by the Screening Officer or Hearing Officer.
7. Where a person pays an Administrative Penalty and/or administrative fees that are subsequently cancelled or reduced, the person shall be refunded the penalty and fees in full or the difference of the payment made and amount refunded.
8. The decision of the Hearing Officer is final.

Related Documents:	
City of Brampton Traffic By-law 93-93, as amended	
City of Brampton By-laws 333-2013, 334-2013 and 335-2013, as amended	

### Accountability:

All persons responsible for administering the AMPS program, including the Screening Officer and Hearing Officer, shall be responsible for implementation of this procedure. The City Clerk, or designate, unless otherwise noted, shall be responsible for this procedure as part of the administration of the AMPS program.

Contacts:			
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Director(s) Approval – Version Number #			
Director(s) name/Title	Dept	Date Approved	Signature
Peter Fay, City Clerk	Corporate Services	May 30, 2014	