


Title:	Requesting an Extension of Time to Pay a Penalty	
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SYNOPSIS:

The purpose of this document is to provide a policy regarding the extension of time for payment of Administrative Penalties and Fees, pursuant to the City’s Parking Administrative Monetary Penalties By-law 40-2016.

BACKGROUND:

If a person has been given a Penalty Notice, he or she may appear before a Screening or Hearing officer to contest the ticket or **request an extension of time to pay the ticket.**

PROCESS:

Both the Screening Officer and the Hearing Officer have the discretion to extend the time for payment of an Administrative Penalty.

In exercising their discretion, the Screening Officer or Hearing Officer may take into consideration such factors such as:

- a) the amount of the Administrative Penalty and Fees; and
- b) whether the person is employed, student, retired, or other circumstances that would render the payment of the penalty and fine an undue hardship.

The extension of time by either the Screening Officer or the Hearing Officer should not exceed **120** days from the date of the Penalty Notice.

The decision of the Hearing Officer is final.

If a person is granted an extension of time to pay, the Screening or Hearing Officer shall notify the Supervisor of Parking Services forthwith so that the City’s records can be amended accordingly.

REFERENCE AUTHORITIES:

- Municipal Act, 2001, S.O. 2001, c. 25*
- Ontario Regulation 333/07 (Administrative Penalties)
- City of Burlington By-law (AMP 40-2016)
- City of Burlington By-law (Appointment of Screening and Hearing Officers 41-2016)