



Administrative Monetary Penalty System (AMPS)

Agent Authorization for Penalty Disputes

Complete this form to authorize a person to act on behalf of the registered owner at a Screening or Hearing appointment. The Contravener (person who received the penalty) must complete this form or their Authorized Agent must have a signed statement to allow them to completion of this form. For persons completing this form in person, it must be signed and delivered on the day of your Screening or Hearing review. **Failure to do so may result in your review being delayed or rescheduled.** Submit this form either **online or in person** to the Office of the Administrative Monetary Penalty System.

Online Portal: Upload this form as a document attachment when completing the online Screening/Hearing Extension Request Form.

In Person: Town of Caledon Town Hall
6311 Old Church Road, Caledon East, ON L7C 1J6.

Penalty No.:

Plate:

Province:

Penalty No.:

Plate:

Province:

Penalty No.:

Plate:

Province:

Penalty No.:

Plate:

Province:

Contravener Name (as it appears on vehicle registration or when applicable on municipal tax roll)

I, the Contravener / Owner,

First Name

Last Name

(Contravener Address)

of

No and Street Name

Town / City

Province

Postal Code

(name and contact information of Authorized Agent)

hereby authorize:

First Name

Last Name

LSO Number
(if applicable)

Authorized Agent Email:

Authorized Agent Phone Number:

to act and appear for me as my Authorized Agent in the matter(s) pertaining to the above Administrative Penalty(ies).

Furthermore, I, the Contravener, understand and agree that:

1. My Authorized Agent may attend the Screening or Hearing review(s) and may consent to any decision made by the Screening or Hearing Officer, including agreement with any penalty amount the Screening or Hearing Officer deems appropriate;
2. Regardless of whether my Authorized Agent exercises available options within the timelines set out in By-law 2024-086, the sole responsibility to exercise such options or to pay the administrative monetary penalty remains with me, the Owner or authorized corporate representative;
3. Any communication regarding including Screening or Hearing Decisions will be provided to the Authorized Agent named above, but I acknowledge that this does not transfer or diminish my responsibility for the outcome or any obligations arising from it;
4. I confirm that I am the registered Owner of the vehicle or property associated with the penalty, or a Director of the Corporation named on the Penalty Notice(s) or Penalty Order(s), and that my name appears either on the vehicle permit, the municipal tax roll, or corporate registry; and
5. I understand that ownership verification may be conducted. If it is determined that I am not the registered Owner or a Director of the Corporation, the proceeding will be abandoned.

Contravener Signature:

Date