

## Attachment No. 2 to PD108-2021

### ADMINISTRATIVE PENALTY NOTICE

Corporation of  
the Township  
of West Lincoln



Municipal Act, 2001  
**Penalty No.**  
**00000**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_:\_\_\_\_ AM / PM  
YYYY MM DD

Issued to: \_\_\_\_\_  
"Person" as defined

\_\_\_\_\_ in West Lincoln, Ontario.  
Address / Roll # / Legal Description

I, \_\_\_\_\_, BELIEVE FROM MY PERSONAL  
KNOWLEDGE AND CERTIFY THAT ON THE DATE SHOWN, A  
CONTRAVENTION OF A DESIGNATED BY-LAW HAS OCCURRED.

Designated by-law, as amended
_____
Short form wording
_____
Administrative Penalty
Section No. _____ \$ Penalty _____

*Payment Due Date: Fifteen (15) days from date of service. If not paid, you will be deemed not to dispute the penalty. You will be subjected to additional administrative fees, if still not paid; fees will be added to the Municipal Taxes.*

Signature of issuing officer \_\_\_\_\_

Officer # \_\_\_\_\_

SEE REVERSE FOR PAYMENT OR DISPUTE OPTIONS

### IMPORTANT

PLEASE READ CAREFULLY

By the payment due date stated on the front of this Notice, you must choose only ONE of the following options.

Complete the selected option (sign where necessary) and deliver it (and payment where applicable) to the Township of West Lincoln.

You can send the notice and payment by mail, place notice and payment into the Township's drop box, or pay the notice in person at the address below:

The Township of West Lincoln  
318 Canborough Street  
Smithville, Ontario  
L0R 2A0  
905-957-3346

#### Option 1: Voluntary Payment

I do not dispute the penalty, and I enclose / pay the amount of the penalty indicated on the front of this Notice.

Signature \_\_\_\_\_

Date (YY/MM/DD) \_\_\_\_\_

*Please ensure that the number of the Penalty Notice is written on the cheque or money order. The Township is not responsible for late payments of Administrative Fees added to the municipal taxes due to payments made by cheque or money order without containing the Penalty Notice number.*

*Post-dated and partial payments are NOT accepted. Credit cards are not accepted.*

#### Option 2: Dispute

To dispute the penalty, you MUST schedule a Screening Review by a Screening Officer. To do this, please email [ampappeals@westlincoln.ca](mailto:ampappeals@westlincoln.ca) to commence the process.

*An administrative penalty will, unless cancelled or reduced pursuant to the review and appeal process, constitute a debt of the person identified on the Penalty Notice to the municipality.*