



Schedule C

Administrative Penalty FINAL Notice

Penalty Notice # _____

Final Notice Date _____

Date Delivered: _____

Date Deemed Received: _____

Payment Due: _____

Amount of Administrative Penalty:

Should this notice not be responded to by the date below, the Administrative Penalty set out in the Final Notice is immediately due and payable to the Municipality.

Final Notice response Deadline:

Options:

- a) Pay the Penalty Notice in person at the following location:
Municipality of Brenda-Waskada office
33 Railway Avenue
Waskada, MB
Hours: Monday-Friday 8:30-4:30 (Closed from Noon to 1:00 PM)

- b) Request Screening at the Municipal office by appointment only.



Schedule C 1

Request to Meet with the Screening Officer

Enquiries may be directed to the Municipal Office 8:30 AM - 4:30 PM, Monday to Friday 204-673-2401
PO Box 40 33 Railway Avenue
Waskada, MB R0M 2E0

If you wish to dispute a Penalty Notice you must complete the following request form and return it by _____ to the address listed above.

PLEASE PRINT

PEANLTY NOTICE INFORMATION:

Penalty Notice Number: _____ Officer: _____

Date of Issues: _____ Time of Issue: _____

Location: _____ Penalty Amount: _____

Violation: _____

WHAT IS THE ISSUE OR CONCERN:

APPLICANT INFORMATION:

Name of Applicant: _____

Mailing Address: _____

Daytime Phone Number: _____ Email Address: _____

Signature: _____

The Screening Officer will advise you of the date, time and place to deal with this request.



Schedule C 2

NOTICE OF MEETING WITH THE SCREENING OFFICER

DATE:

TO:

Penalty Notice Number: _____ Officer: _____

Date of Issue: _____ Time of Issue: _____

Location: _____ Fine Amount: _____

Violation: _____

TAKE NOTICE OF THE FOLLOWING INFORMATION REGARDING YOUR MEETING WITH THE SCREENING OFFICER:

Date: _____

Time: _____

Location: _____

Means of review meeting (if not in person): _____

This will confirm that you requested to meet with the Screening Officer with regards to the above referenced Penalty Notice. This meeting will take place at the date and time and location indicated above. You are required to attend at that time. If you do not attend, the Screening Officer will review the Penalty Notice based on the information provided by the applicant in the request.



Schedule C 3

SCREENING OFFICER DECISION & NOTICE

PENALTY NOTICE INFORMATION: _____

Penalty Notice Number: _____

Date Issued: _____

Location: _____

Violation: _____

SCREENING OFFICER'S DECISION:

- The Administrative Penalty in the amount of _____ is confirmed and is due _____.
- The Administrative Penalty is reduced to _____ and is due _____.
- The Penalty Notice is cancelled.
- Enter into a Compliance Agreement.

Screening Officer's Signature

Right to Adjudication

You have a right to have this decision reviewed by an independent Adjudicator. If you wish to request Adjudication you must do so by completing a Request for Adjudication form and filling it at the Municipal office, within 14 days after receipt of the Screening Officer's decision. A fee of \$25 is required to file a Request for Adjudication.



Schedule C 4

Request for Adjudication

Date of Request: _____

Applicant Information

Last Name _____ First Name _____

Address _____

Daytime Phone _____ Email _____

Penalty Notice #	Date of Adjudication	Contravention	By-law

Instructions

1. Print clearly your name, contact information, date of request and adjudication information.
2. Complete all information fields for each Adjudication Decision requested.
3. This form must be submitted in person to 33 Railway Avenue Waskada, MB
4. Cost: Payment of \$25.00 is required before your request will be processed. A fee for each adjudication decision requested will be applied based on the Municipal Designated Contravention Fee Schedule A.
5. You will be notified once the records are available for pick up.

Your personal information is being collected under the authority of s.36 (1) (b) of the Freedom of Information and Protection of Privacy Act. This information will be used to administer your request and will not be used or disclosed for any other purposes, except as authorized by law.

Applicant Signature _____ Applicant Date _____



Schedule D

Compliance Agreement

Agreement Respecting a Penalty Notice

On _____, Penalty Notice # _____ was issued to _____ (the recipient) in respect of a violation of _____.

The Penalty Notice required the recipient to pay \$ _____ (the "Administrative Penalty").

The recipient requested a review of the Penalty Notice by a Screening Officer, and the Penalty Notice was reviewed by a Screening Officer on _____ in the presence of the recipient.

The By-Law authorizes the use of a Compliance Agreement.

The purpose of a Compliance Agreement is to give the recipient an opportunity to come into compliance with the by-law without having to pay the Administrative Penalty as set out on the Penalty Notice.

The recipient has agreed to enter into a Compliance Agreement on the following terms.

1. For the purpose of becoming compliant with the by-law, the recipient will:
 - a. (enter a detailed description of the Activities to be performed by the recipient, which may include applying for the necessary permits, undoing any Activity that brought or caused them to be non-compliant, etc)

2. The recipient will cause all the works referred to in paragraph 1 to be completed in accordance with the following timeline:
 - a. (insert timeline for completion, in particular a final date by which a compliance must be achieved)

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3. The recipient will allow the Municipality Screening Officer or Designated Officer reasonable access to the premises between the hours of 8:30 AM - 4:30 PM., Monday to Friday, for the purpose of inspecting progress in relation to the timeline contemplated in paragraph 2 (*or include specific times when inspections will occur*) _____.
 4. The Public Safety Officer or Designated Officer shall prepare a report at the completion of the compliance period indicating whether the Public Safety Officer or Designated Officer shall prepare a report at the completion of the compliance period indicating whether the Public Safety Officer or Designated Officer is of the opinion that the anticipated state of compliance has been achieved.
 5. Upon completion of the timeline outlined above, the Screening Officer shall review the report, make a determination as to whether the recipient has complied with the terms of this agreement.

If the notice prepared by the Screening Officer indicates that the recipient has not complied with the terms of this agreement, the notice must include that the recipient, within 14 days of the receipt of the notice, must either:

- a. Pay the full Administrative Penalty as required by the Penalty Notice; or
 - b. Request that the determination be reviewed by the Adjudicator by completing and returning an Adjudication Request Form and paying the \$25.00 Adjudication fee.
6. The recipient agrees that, pursuant to The Municipal By-Law Enforcement Act, an Adjudicator has the authority to determine whether the recipient has complied with the terms of the agreement but not to vary, delete or otherwise modify the terms of this agreement.

Recipient Signature

Recipient Printed Name

Screening Officer Signature

Screening Officer Printed Name