Administrative Penalty
Authorization of Representative Form

Instructions:

Complete this form if you wish to authorize a person to act on your behalf during a Screening and/or Hearing for an administrative penalty.

The City's Hearings Officer By-law 26-2008, as amended restricts Representatives to the following: a lawyer, a paralegal, or a person who is exempt from the requirement to be licensed by By-law passed pursuant to the Law Society Act, R.S.O. 1990, c L.8. Please see Section 4 of the Law Society By-law for list of persons who are exempt. By signing this form, I confirm that my authorized representative meets the above restrictions.

I, _____ hereby authorize _____
Print Name — Print Representative's Name

to act and appear for me as my representative in the matter pertaining to Penalty Notice(s):

_____.
Penalty Notice Number(s)

I confirm that my authorized representative's contact information is as follows:

_____
Representative's Address

_____ _____
Representative's Phone Number — Representative's Email Address

I further authorize my representative to complete and submit any form(s) on my behalf, submit any documents or evidence on my behalf, communicate with City staff, and/or enter a plea on my behalf to any infraction(s) they deem appropriate with respect this/these matter(s).

I understand and accept that I am ultimately responsible for any penalties and/or fines to be paid which may result from a Screening or Hearing appearance in which my representative has acted on my behalf, and sign this authorization document confirming same.

_____ _____
Signature — Date

This form may contain personal information as defined under the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001 c.25, as amended. This information will be used and maintained by the City of Oshawa to administer the administrative penalty process. Questions regarding this collection may be directed to the City's Information Access and Privacy Officer, 905-436-3311.

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