How to Prepare for your Hearing Review

The Screening Officer will provide you with a date and time for your Hearing Review.

Please Note: If you fail to appear on the date and time for your Hearing Review, you will be charged a $100.00 administrative fee.

Hearing Review Location

Your Hearing Review will take place in the **HEARING ROOM** of the Markham Civic Centre (enter at the Thornhill entrance), 101 Town Centre Boulevard, Markham, Ontario L3R 9W3.

Evidence

When you attend the Hearing Review, please bring PRINTED copies of any documents that you intend to use as evidence in relation to the Penalty Notice. For example: a death certificate, police report, medical note, photographs, condominium letter/lease or accessible parking permit. If you are in financial hardship and require additional time to pay, please bring in financial documents to support your claim. These copies may be kept by the Hearing Officer and will form part of the Penalty Notice record. You may also bring witnesses to the Hearing Review. If you are sending someone to act on your behalf, you must complete an Authorization to Act as an Agent form (available at the Parking Control Office).

Please Note: The City is not required to have Parking Officers present at the Hearing Review. Hearing Review appointments are audio recorded for record keeping purposes.

Disclosure

If you wish to receive the City's documents related to your Penalty Notice, which may include Officer's notes or photos, please complete a Request for Disclosure form and send to parkingadmin@markham.ca at least **10 business days prior** to your scheduled Hearing Review.

Hearing Review Procedure

You will be asked to present your case first - followed by the City. The Hearing Officer will review both cases and consider any material submitted when making a decision. During a Hearing Review, the Hearing Officer may:

1. Cancel the Penalty Notice (including Administrative Fees);
2. Affirm the Penalty Notice (including Administrative Fees);
3. Vary the Penalty Notice (including Administrative Fees); or
4. Extend the time for payment of the Penalty Notice (including Administrative Fees).

The Hearing Officer is not bound to the decision of the Screening Officer. **The decision of the Hearing Officer is final.**

Interpreter

You are responsible for bringing your own interpreter. The City **does not** provide interpreters.

More Information

For more information regarding the City's Parking Control Program, please visit www.markham.ca/amps or call 905-477-5530.