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***ABOUT THE ADMINISTRATIVE PENALTY TRIBUNAL***

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The Tribunal is an independent adjudicative body consisting of 25 public panel members referred to as Hearing Officers. Hearing Officers are appointed by City Council and provide a second, independent and final decision in a parking violation dispute. The tribunal is governed by the [Statutory Powers Procedure Act](#), its own [Rules of Practice](#) and operates in accordance with [Chapter 610 of the Toronto Municipal Code](#).

The tribunal has the authority to:

1. Affirm the screening decision
2. Cancel the screening decision, if the recipient establishes on the balance of probabilities that the vehicle was not parked, standing or stopped contrary to the designated by-law provision as described in the penalty notice
3. Vary the screening decision by:
  - cancelling the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities the existence of undue hardship
  - varying the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities the existence of undue hardship
  - extending the time for payment of the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities
    - the existence of undue hardship; and
    - that the extension of time to pay is necessary to relieve the undue hardship established

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***HOW TO REQUEST A HEARING***

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- Within 30 days of the Screening Officer's decision, submit a Request for Hearing form by:
  - Using the [online dispute tool](#)
  - Fill in a form in-person at a [Screening Office location](#)

Include details about why you disagree with the Screening Officer's decision. Please note, any information you provide will be part of a public record

The Administrative Penalty Tribunal will schedule a Hearing Review and they will send you a Notice of Time and Place, which outlines your appointment details. Please note all hearings are conducted in person.

## ***HOW TO PREPARE FOR YOUR HEARING***

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Once a Hearing Review has been scheduled and you receive your Notice of Time and Place of Hearing, you will be required to submit any evidence that you wish for the Tribunal members to consider (i.e. new documents, photo evidence, electronic material, etc.) to [apt@toronto.ca](mailto:apt@toronto.ca) at least 10 business days prior to your hearing date. Failure to do so could result in the tribunal's refusal to accept your documents.

The owner of the vehicle is legally liable for this parking violation. If a representative/agent is appearing on behalf of the vehicle owner, the tribunal does ask that the representative/agent be given a Letter of Authorization from the vehicle owner acknowledging that the representative/agent has the authority to speak to the matter. If a representative is attending on behalf of a company (i.e. delivery driver, courier, etc. driving a company vehicle), the Letter of Authorization should be provided from a person in a management position or higher on company letterhead in addition to a signed waybill. If the vehicle is registered to a business and you are the owner of that company, the tribunal may require proof of business ownership.

If you intend to plead financial hardship, please bring documentation to support this claim. Examples of evidence relevant to the financial hardship category of undue hardship include, but are not limited to:

- Old Age Security;
- Canada Pension, CRA tax assessment information
- Guaranteed Income Supplement;
- Disability Pension;
- Ontario Student Assistance Program; and
- Any other form of social assistance

## ***WHAT TO EXPECT AT YOUR HEARING***

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Your hearing will be a one-on-one meeting conducted by a Hearing Officer. During the hearing, you will be affirmed by the Hearing Officer conducting your hearing. The Hearing Officer will review the Parking Violation Notice, the decision of the Screening Officer, any evidence submitted at the screening level and any evidence submitted prior to the hearing. They will also give you a chance to provide any additional information you may deem relevant to your case. If you require an interpreter, you may bring your own or use an over-the-telephone interpretation service at the hearing.

Parking violations are determined on a "reverse onus" basis, meaning that the reviewing Hearing Officer begins from the assumption that the parking violation was legally and correctly issued. It is up to the applicant to prove to the Hearing Officer on a *balance of probabilities* (meaning "more likely than not" which is a lower test than "convincing" or "beyond a reasonable doubt") that your case merits a reduction or cancellation. It is up to you to provide the evidence to "*rebut the onus*".

Parking Enforcement Officers are not required to attend the hearing. The Parking Violation Notice is considered the sworn testimony of the issuing officer. If you would like the issuing officer to be present, you must subpoena them.

Please note that all hearings are public record and are recorded.

## ***HOW TO CHANGE YOUR HEARING DATE***

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If you cannot attend on the scheduled hearing date, you may request a change of hearing date. In order for the tribunal to process a change of hearing date, you will need to submit [Form 7 - Change of Hearing Date](#) to [apt@toronto.ca](mailto:apt@toronto.ca) at least 5 business days prior to your scheduled hearing date.

### **HOW TO CANCEL YOUR HEARING DATE OR PAY YOUR PARKING VIOLATION NOTICE**

If you cannot attend your hearing and wish to cancel it, you may pay the amount that was indicated on your Notice of Screening Decision prior to your scheduled hearing date. Once the amount has been paid prior to your hearing, your hearing will be cancelled and you will not be required to attend.

You can pay your parking violation notice using any of the options listed on the [City of Toronto Pay Your Parking Violation Webpage](#).

**Note:** Please note that if you are paying your Parking Violation Notice through the [Parking Ticket Services Online Application](#), you will need to click on the Parking Violation Notice number to view the correct amount owing.

### **IF YOU MISS YOUR HEARING DATE**

If you miss your hearing date through no fault of your own, you may fill out [Form 11 – Motion to Set aside Decision](#) and return the completed application by email to [apt@toronto.ca](mailto:apt@toronto.ca) within 20 days of the Hearing Officer's decision. The Chair of the Administrative Penalty Tribunal will review the application and make a decision on whether to grant or deny a new hearing.

### **HOW TO REQUEST A WRITTEN DECISION**

You may request a written decision from the Hearing Officer that conducted your hearing by completing [Form 9 – Request for Written Reasons](#) and returning it by email to [apt@toronto.ca](mailto:apt@toronto.ca)

### **HOW TO REQUEST A COPY OF THE RECORDING OF YOUR HEARING**

If you would like to request a copy of the recording of your hearing, you may fill out [Form 9 – Request for Copy of Recording](#) and deliver this completed application, and make payment in full, to one of the Revenue Services counter locations listed below.

<b>Revenue Services Counters</b>		
Metro Hall, 55 John Street, 3 <sup>rd</sup> Floor	Monday to Friday	8:30 am - 4:30 pm
Toronto City Hall, 100 Queen Street West, Main Floor	Monday to Friday	8:30 am - 4:30 pm
North York Civic Centre, 5100 Yonge Street, Lower Level	Monday to Friday	8:30 am - 4:30 pm
York Civic Centre, 2700 Eglinton Avenue West, Main Floor	Monday to Friday	8:30 am - 4:30 pm
East York Civic Centre, 850 Coxwell Avenue, Main Floor	Monday to Friday	8:30 am - 4:30 pm
Etobicoke Civic Centre, 399 The West Mall, Main Floor	Monday to Friday	8:30 am - 4:30 pm
Scarborough Civic Centre, 150 Borough Drive, Main Floor	Monday to Friday	8:30 am - 4:30 pm

**Digital Recording Fee Schedule**  
**City of Toronto Municipal Code, Chapter 610**  
**Schedule "B"**

For a copy on compact disc (CD) of a digital recording of a hearing before a Hearing Officer, if such a recording exists and a copy is available

i. Single Day Recording	\$20.00
ii. For each additional day's recording, if the request is made at the same time as a request under sub-item i.	\$10.00

In order for the \$10.00 fee to apply, the order for the multiple days must be received at the same time and all

***ADDITIONAL INFORMATION***

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Additional information regarding the Administrative Penalty System and the Administrative Penalty Tribunal can be found at:

- [www.toronto.ca/APS](http://www.toronto.ca/APS)
- [www.toronto.ca/APT](http://www.toronto.ca/APT)