



## Authorization to Act as an Agent

Complete this Form if you are authorizing a person to act on your behalf during a Screening Review or Hearing Review appointment. This Form must be completed and signed by the person to whom the Penalty Notice/ticket is issued.

The authorized person must bring this completed form with them to the scheduled Screening Review or Hearing Review appointment. If the appointment is to be held electronically (either by telephone or zoom), this form must be provided to Legislative Services ahead of the appointment. Please call 519-735-2184 for more information.

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(print your name) (print authorized person's name)

to act and appear for me as my agent in a ☐ Screening Review and/or ☐ Hearing Review pertaining to the following Penalty Notice(s)/ticket(s):

\_\_\_\_\_  
(penalty/ticket no.)

\_\_\_\_\_  
(penalty/ticket no.)

\_\_\_\_\_  
(penalty/ticket no.)

The authorized person named herein may enter a plea to any infraction he/she/they deem fit toward completion of this/these matter(s), as authorized in writing herein by me.

I understand that in the event there are fine(s) and/or administrative fees/charges to be paid following the Screening Review and/or Hearing Review, I am responsible for making the payment and for any consequences for non-payment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form is to be delivered to Town Hall, at the address below or by email to [clerks@tecumseh.ca](mailto:clerks@tecumseh.ca)

**Privacy Statement** The personal information collected on this Form is collected in accordance with the *Municipal Act*, 2001, and will be used in the administration of the Town of Tecumseh's Administrative Monetary Penalty System per By-Law No. 2024-084. Questions about the collection of this information should be directed to Legislative and Clerks Services Department, 917 Lesperance Road, Tecumseh, Ontario; Telephone No. 519-735-2184