



PLANNING & BUILDING SERVICES

SUBJECT: CANCELLING PARKING INFRACTION NOTICES

STANDARD PRACTICE NO.: BE: 04 - 01R2

PURPOSE:

To outline the procedure with respect to cancelling Parking Infraction Notices. (PIN'S).

The authority to quash Town and County Parking Infraction Notices issued by Town Municipal Law Enforcement Officers shall lie with the Manager Building & By-law Services (in his absence, the Director of Planning & Building Services).

The Manager, Building & By-law Services (in his absence, the Director of Planning & Building Services), may consider the quashing of a Parking Infraction Notice ("PIN") if s/he is satisfied that:


1. The PIN has been issued in error.
2. The PIN is illegible.
3. The PIN is not complete in its face.
4. The requisite signage (if applicable) related to the offence has not been erected in accordance with the Town's and/or County's applicable Parking By-law and/or the provisions of the *Highway Traffic Act* or the Regulations made thereunder.
5. The PIN has been issued to a vehicle owner who has been issued an Accessible Parking Permit and said Permit has not been displayed in accordance with the By-law.
6. The PIN has been issued to a vehicle owner who was in the process of transporting a person to whom an Accessible Parking Permit has been issued and said Permit has not been displayed in accordance with the By-law.
7. The PIN has been issued to a vehicle owner who has been issued an Accessible Parking Permit displayed in accordance with the By-law and has unlawfully parked in a designated Fire Route only upon the first offence; or is satisfied that conditions warrant the exemption of same on the basis of compassionate grounds at the sole discretion of the Manager, Building & By-law Services.

The authority to quash PIN's issued by the Ontario Provincial Police (the "OPP") shall lie solely with the OPP.

Circulation: Mayor & Members of Council
CAO
Director of Financial & Information Services
Municipal Law Enforcement Officers
Administrative Assistant, Planning & Building Services
Grey County Clerk
Ontario Provincial Police

Authority for Issuance:

Date of Issue/Re-Issue:


David Finbow
Director, Planning & Building Services

Sept. 8, 2010

(Originally issued November 2004)
