



NOTICE OF VIOLATION
ADMINISTRATIVE MONETARY PENALTY
Issued under section 521.11 of the *Canada Elections Act*

1. FILE INFORMATION

Notice of Violation Number

Date of the Notice of Violation

Amount Payable (Refer to section 7.3)

2. INFORMATION ON THE PERSON

Individual

Corporation or Entity

Full Name

Full name of Authorized Representative (If applicable)

Address

Title

City

Telephone Number (Optional)

Province / Territory

Email (Optional)

Postal Code

Country

Telephone Number (Optional)

Email (Optional)

3. VIOLATION

Section of the Act _____

Failure to comply with a term or condition of a compliance agreement or an undertaking

4. INFORMATION REGARDING THE VIOLATION

Date _____ Period of Time or Event _____

Electoral District (Optional) _____

5. SUMMARY DESCRIPTION OF THE VIOLATION

6. KEY FACTS OF THE VIOLATION

7. AMP CALCULATION

The calculation of the AMP's amount is done in accordance with the process set out in section 6.1 of the Commissioner's AMP Regime Policy.

7.1 VIOLATION TYPE

Type A

Type B

Type C

Type D

7.2 AGGRAVATING (+) AND MITIGATING (-) FACTORS

Subsection 508.6(1) of the Act lists all of the aggravating or mitigating factors.

No applicable factors

7.3 TOTAL AMP AMOUNT

Baseline penalty

+ / - Aggravating or Mitigating Factors

= Amount payable

8. DATE OF SERVICE OF THE NOTICE OF VIOLATION

9. ISSUING OFFICER

This Notice of Violation is issued by:

- Caroline J. Simard,
Commissioner of Canada Elections
- Sylvie El Hamarneh,
Manager, Compliance Unit



10. OPTIONS AVAILABLE IN RESPONSE TO THIS NOTICE OF VIOLATION

OPTION A - PAYMENT WITHIN 30 DAYS

By choosing Option A, you acknowledge having committed the violation and you agree to pay the penalty **within 30 days** of the date of service as indicated on this Notice of Violation (NOV) (see Section 8 for the date of service).

Payment must be made by cheque or money order, **payable to the "Receiver General for Canada"**. Include the number of this NOV on the cheque or money order.

Mail your payment to:

Commissioner of Canada Elections
AMP Secretariat
30 Victoria Street
Gatineau, Quebec K1A 0M6

OPTION B - REQUEST FOR REVIEW

By choosing Option B, you have the right, **within 30 days** of the date of service as indicated on this NOV (see Section 8 for the date of service), to request a review of the alleged violation, or the amount of the AMP, or both.

During the AMP review process, you can submit written arguments and evidence, and provide a defense (for example, a due diligence defense), as well as new facts. They could be taken into consideration as mitigating factors, which could reduce the amount of the AMP. Examples of mitigating factors:

- reasonable efforts you made to mitigate or reverse the violation's effects;
- the level of assistance you provided to the Office of the Commissioner in resolving the matter; or,
- your ability to pay the penalty.

For more information on the review process, you can refer to [Section 8 of the AMP Policy](#), available on the Commissioner's website at: www.ccf-ccc.ca.

To request a review, you must fill out the form, available at: www.ccf-ccc.ca. Then, select **AMP Review Request** from our home page and follow the instructions to submit your request online.

OPTION C - ENTERING INTO AN UNDERTAKING

By choosing Option C and pursuant to section 521.13(2), you can contact the Office of the Commissioner, **within 30 days** after the day on which the NOV is served (see Section 8 for the date of service), to discuss the possibility of providing the Manager of the Compliance Unit or the Commissioner with a proposed written undertaking, aimed at ensuring compliance with this Act.

Pursuant to section 521.17(2), if the undertaking is accepted, this ends the proceedings and you do not have to pay the AMP. If the undertaking is not accepted, you have 30 days of being informed of the refusal to pay the AMP or request a review. See Option B above for more information.

11. RECOVERY OF PENALTIES

In the event you do not choose any of the options offered in Section 10 within 30 days of the date on which you were served this NOV, you will be deemed to have committed the violation. Paragraph 521.31(1)(b) of the Act specifies that the amount of the AMP that remains unpaid after the expiry of the 30 days is a debt due to Her Majesty in right of Canada, which may be recovered in the Federal Court. When a payment is late or has not been made, interests will be charged, compounded monthly at the average bank rate plus 3% from the due date to the day before the date that payment is received.

12. PUBLICATION

Pursuant to section 521.34(1), a notice containing the name of the person deemed to have committed the violation, the act, omission or failure to comply to which the violation relates, and the amount of the AMP is published on the Commissioner's website.

13. FOR MORE INFORMATION

Consult the Commissioner of Canada Elections' website (www.ccf-ccc.ca) to read the AMP Regime Policy, as well as other information on the regime.

If you have questions or need additional information concerning your NOV, please contact us:

by email: AMPSecretariat@ccf-ccc.ca

by phone: 1-855-759-6740

by fax: 1-800-663-4908

by teletypewriter (TTY): 1-855-759-6734

14. PRIVACY NOTICE STATEMENT

The information collected via this form is used for the administration of the Administrative Monetary Penalties Regime by the Office of the Commissioner of Canada Elections, under the authority of the *Canada Elections Act*.

This information is subject to the *Privacy Act* (Act), which governs the collection, accuracy, use, disclosure, protection, retention and disposition of personal information by federal government institutions. The Act also grants individuals the right to request access to their respective personal information and to request its correction. Complaints pertaining to the administration of the Act may be made to the [Office of the Privacy Commissioner of Canada](http://www.priv.gc.ca) or by calling 1-800-282-1376.

Personal Information Bank: Elections PPU 015