



# Administrative Monetary Penalty Policy

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POL.COR.21.05  
Financial Management and Reporting for the  
Administrative Monetary Penalty System

**Policy Type:** Corporate Policy (Approved by Council)  
**Date Approved:** September 20, 2021  
**Department:** Legal Services  
**Staff Report:** FAF.21.153 Policy and Implementation of the Administrative Monetary Penalty System (“AMPS”) Program  
**By-Law No.:** 2021-71

## Policy Statement

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This policy is to affirm that the Town of The Blue Mountain’s (“Town”) Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to financial management and reporting.

## Purpose

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To ensure all financial management and reporting responsibilities related to the AMPS program conform to current corporate policies and procedures for financial management and reporting.

## Application

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This policy applies to all financial management and reporting responsibilities and accountabilities regarding the AMPS program. All City employees and other persons responsible for the administration of the AMPS program shall comply with this policy.

The Town has established a number of financial management policies and procedures which, along with proactive financial planning processes, provide a framework for the Town’s overall fiscal planning and management. The Town continues to display financial accountability through regular, thorough and transparent financial performance reporting and analysis. This will be reflected in routine reporting on AMPS financial results, as well as efficiency and effectiveness measures of the AMPS program and services.

## Procedures

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### Overall Financial Management and Reporting:

Preparation of the Town's budget revolves around priority setting that reflects the Town's Strategic Plan, Council priorities, service delivery objectives and standards and historical financial performance; all balanced with the need for prudent financial management. Priority setting and budgeting with respect to the AMPS program shall be the responsibility of the Legal Services Department. Through the process of current and capital financial management and reporting for the AMPS program, the Legal Services Department shall:

1. Review and monitor current year actual, budgeted and projected financial performance and operating results.
2. Proactively compare program financial activity with past performance to identify trends, issues and opportunities.
3. Determine priorities for maintaining and improving AMPS program service levels. These priorities are set out in the Town's service plans that translate key departmental initiatives into specific action plans and funding requirements.
4. Review and develop AMPS long-term plans including a multi-year operating and capital budget analysis and projections.
5. Identify and mitigate factors impacting the AMPS budget and financial performance, such as inflation, fixed costs and legislative requirements that are beyond the control of Town decision-makers.
6. Comply with all corporate reporting standards and requirements as part of the Town's financial management and reporting processes, including the Town's controllership policy.
7. Ensure all necessary financial signing authorities are in place and followed by all staff involved in AMPS administration.
8. Comply with all Town procurement policies and procedures in regard to the AMPS program.

Screening Officers and Hearing Officers are prohibited from directly accepting any payment from any person in respect of an administrative penalty. Any person issuing a Penalty Notice in respect of the contravention of a designated by-law is not permitted to accept payment in respect of an administrative penalty.

If a person has paid any administrative fees in respect of an administrative penalty and the penalty is subsequently cancelled by a Screening Officer or Hearing Officer, the Town shall refund in full such administrative fees to the person.

## Financial Management and Reporting for the Administrative Monetary Penalty System

Town employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship.

Methods of Payment

Following the issue of a Penalty Notice, the person is permitted to make a voluntary payment by using one of the following methods:

In Person - Cash or Debit Card Credit Card accepted Personal Cheques/Certified Cheques/Money Order (include Penalty Notice number) Overnight Drop box (located at City Hall)

By Phone - 519-599-3131 x249; Credit Card accepted (subject to transaction fee)

By Mail - Payable at Town Hall by Personal Cheques/Certified Cheques/Money Order (include Penalty Notice number)

AMPS Program Administrative Fees:

Various administrative fees may be payable by a person with a Penalty Notice and administrative penalty due and payable, as set out in AMPS By-law \_\_\_\_\_.

Reporting and Tracking Administrative Penalties and Administrative Fees:

Upon receipt of a Penalty Notice payment, a Town employee will apply the payment to a specific Penalty Notice in CityView. The Penalty Notice will reflect "paid" status.

The Town employee will process the various methods of payment as follows:

In Person: Apply the various methods of payments to the Penalty Notice. Provide a person with a receipt of payment for their records.

By Phone: Apply the credit card payment to the Penalty Notice. Provide the person a confirmation number as proof of payments for their records. The person's credit card information is not kept on file in the Town's database system, in keeping with privacy requirements.

By Mail: Apply the cheque payment to the Penalty Notice Mail receipt if requested by the person.

**Accountability**

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All persons responsible for administering the AMPS program shall be responsible for implementation of this policy. Any person shall bring to the attention of the Director of Legal Services or CAO any contravention of this policy.

This policy shall be administered by the Legal Services Department

### **References and Related Policies**

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Municipal Act, 2001

Ontario Regulation 333/07 (Administrative Penalties)

Applicable Town financial policies and procedures

### **Consequences of Non-Compliance**

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In accordance with the Municipal Act.

### **Review Cycle**

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In conjunction with the review of the Administrative Monetary Penalties By-law.