



Financial Management and Reporting for the Administration of the Administrative Monetary Penalty System (AMPS)

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1. Purpose

This Policy addresses the financial management, reporting and tracking of administrative penalties and fees. This Policy affirms that the Town of Collingwood's Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to financial management and reporting.

In accordance with Ontario Regulation 333/07, the Town is required to develop a policy to address financial management and reporting of the AMPS.

2. Policy Principles

This Policy ensures that all financial management and reporting responsibilities related to AMPS conform to current corporate policies and procedures for financial management and reporting.

3. Definitions

For the purposes of this Policy, the following terms are defined in accordance with the Administrative Monetary Penalty By-law 2025-003 and the Screening and Hearing Officer By-law 2025-004.

- **Administrative Fee:** means any fee specified in Administrative Monetary Penalty By-law 2025-003, as may be amended from time to time or set out in the Town's Fees and Charges By-law;

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- **Administrative Penalty:** means an administrative penalty established by by-law and set out in the attached Schedules of the Administrative Monetary Penalty By-law 2025-003 for a contravention of a Designated By-law
- **AMPS:** means Administrative Monetary Penalty System;
- **By-law Services Division:** means the By-law Services Division of the Town for which the Director is responsible;
- **Council:** means the Council of the Town;
- **Director:** means the Director of Legislative Services for the Town or their designate;
- **Hearing Officer:** means a person who performs the functions of a Hearing Officer in accordance with part 6 of the Town's Administrative Monetary Penalty By-law 2025-003, and pursuant the Town's Screening and Hearing Officer By-law 2025-004;
- **Manager:** means the Manager responsible for the By-law Services Division or their designate;
- **Parking By-law:** means any by-law of the Town respecting the parking, standing or stopping of vehicles;
- **Penalty Notice:** means a notice given to a Person pursuant to part 4 of the Town's Administrative Monetary Penalty By-law 2025-003;
- **Person:** includes an individual or a business name; sole proprietorship; corporation; partnership; or limited partnership; or an authorized representative thereof, whose name appears on the Penalty Notice, or vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and licence plate portion, and different Persons are named on each portion, the Person whose name appears on the licence plate portion, as provided by the Ontario Ministry of Transportation, is the Person for the purposes of this Policy;
- **Screening Officer:** means a person who performs the functions of a Screening Officer in accordance with part 5 of the Town's Administrative Monetary Penalty

- **Town:** means the Corporation of the Town of Collingwood.

4. Scope

This Policy applies to all financial management and reporting responsibilities and accountabilities regarding the AMPS. All Town employees and other individuals responsible for the administration of the AMPS 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 the AMPS financial results, as well as efficiency and effectiveness measures of the AMPS program and services.

5. Policy

5.1. General Financial Management and Reporting

- i. 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. Adherence to priorities and budgeting with respect to the AMPS shall be the responsibility of the Director and Manager.
- ii. Through the process of current and capital financial management and reporting for the AMPS, the Manager shall:
 1. Review and monitor current year actual, budgeted and projected financial performance and operating results;
 2. Proactively compare service financial activity with past performance to identify trends, issues and opportunities;
 3. Determine recommended priorities for maintaining and improving the AMPS service levels.

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4. Review and develop long-term plans for the AMPS 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;
7. Ensure all necessary financial signing authorities are in place and followed by all staff involved in the AMPS administration; and
8. Comply with all Town procurement policies and procedures in regard to the AMPS.

5.2. Payment of an Administrative Penalty

- i. Any person issuing a Penalty Notice for an infraction of a designated by-law is not permitted to accept payment for an administrative penalty. Screening Officers and Hearing Officers are prohibited from directly accepting any payment from any Person in respect of a Penalty Notice.
- ii. Town employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship.

5.3. Method of Payment

- i. Following the issuance of a Penalty Notice, Screening or Hearing Review Decision, or default notice, the Person is permitted to make a voluntary payment by the due date stipulated on the notice or decision, using one of the following methods:
 1. Online using VISA or MasterCard via the Town's website available at www.collingwood.ca/amps
 2. Utilize the after-hours drop-off box at Town Hall located at 97 Hurontario Street, Collingwood, ON.

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Payments by cheque can be dropped in these boxes 24 hours a day. Do not drop off any cash payments.

3. In person at Town Hall located at 97 Hurontario Street, Collingwood, ON, during regular business hours (8:30 a.m. to 4:30 p.m., Monday to Friday).

Payment may be made by cash, cheque, money order, credit card (Visa or MasterCard) or debit card.

4. By mail using cheque or money order only. (Do not mail cash.)
Make cheques payable to the Town of Collingwood.

The Penalty Notice number must be written on the front of the cheque or money order.

Mail to: Town of Collingwood
97 Hurontario Street
Collingwood, ON
L9Y 3Z5

- ii. Payment is not considered made until received by the Town.
- iii. Persons must allow sufficient mailing time for payments and should not send cash by mail.
- iv. Post-dated cheques, partial or payment by installments are not accepted.
- v. A fee will be applied for any Non-Sufficient Funds, cancelled or reversed payment.

5.4. Processing Payments

- i. Payments will be processed as follows:
 1. **Online:** On the date the electronic transaction is accepted by the Town. The Person may print a receipt of payment as proof of payment for their records.
 2. **Drop-off Box:** On the date the cheque or money order is stamped received by the Town.
 3. **In Person:** On the date the transaction is processed by the Town. The Person will be provided with a receipt of payment for their records.

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4. **By Mail:** On the date the payment is received by the Town. Apply the cheque or money order payment to the Penalty Notice.

- ii. Upon receipt of a Penalty Notice payment, a Town employee will apply the payment to a specific Penalty Notice. The Penalty Notice will reflect “paid” status.

5.5. Refund of Payment

- i. If a person has paid any Administrative Fees in respect of a Penalty Notice, which is subsequently cancelled by a Screening Officer or Hearing Officer, the Town shall refund in full such Administrative Fees to the person.

5.6. Administrative Fees

- i. Various Administrative Fees may be payable by a Person with a Penalty Notice as set out in the Administrative Monetary Penalty By-law 2025-003, as may be amended from time to time or set out in the Town’s Fees and Charges By-law.

5.7. Unpaid, Defaulted Administrative Penalty Fines and Fees

- i. An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Town owed by the Person.
- ii. Where an Administrative Penalty for contravention of a Parking By-law, and any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid within thirty (30) Days after becoming due and payable, the Town may notify the Ministry of the default and the Ministry shall not validate the permit of the Person named in the notice of default nor issue a new permit to the Person until the Administrative Penalty any applicable Administrative Fee(s) and Late Payment Fee(s) are paid to the Town.
- iii. Where an Administrative Penalty and any Administrative Fees remain unpaid within 15 days after the day they become payable, the Administrative Penalty, including any Administrative Fees shall be

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treated as unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.

5.8. Administration and Contact

- i. This Policy shall be administered by the Manager or their designate. Procedures may be defined, and amended from time to time, by the Director to address specific implementation of this Policy.
- ii. Inquiries may be directed to:
Town of Collingwood
Attention: Manager, By-law Services Division
97 Hurontario Street
Collingwood, Ontario
L9Y 3Z5
Telephone: 705-445-1030
Email: amps@collingwood.ca
- iii. The Director shall have the authority to amend or revise this policy from time to time as may be required.

6. Roles and Responsibilities

All individuals responsible for administering the AMPS program shall be responsible for adherence to this policy.

Any individual shall bring any contravention of this Policy to the attention of the Director.

7. References and Related Documents

The following documents relate to and support this policy:

- *Municipal Act, 2001*, S.O. 2001, c. 25
- Ontario Regulation 333/07 (Administrative Penalties)
- Town of Collingwood Administrative Monetary Penalty By-law 2025-003
- Town of Collingwood Screening and Hearing Officer By-law 2025-004
- Employee Code of Conduct
- Council Code of Conduct

8. Consequences of Non-Compliance

In cases of Policy violation, the Town may investigate and determine the appropriate corrective action(s) in accordance with the applicable policy, including but limited to the

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Council Code of Conduct, Employee Code of Conduct, and/or Employee Disciplinary
Policy. Non-compliance of a Hearing Officer may include suspension or termination.

9. Review Cycle

This Policy shall be reviewed by the Manager of By-law every term of Council, or earlier as necessary.