

	Policy:	Administrative Monetary Penalties System Financial Management and Reporting		
	Department:	Clerk		
	Administered By:	Clerk's Office	Effective Date:	
	Replaces:	N/A		
	Attachment(s):	N/A		

POLICY STATEMENT

This Policy is to establish financial management and reporting responsibilities related to the Administrative Monetary Penalties System (AMPS) By-law.

PURPOSE

This Policy affirms that the Corporation of the Town of Carleton Place's Administrative Monetary Penalties System (AMPS) shall follow the existing corporate policies and procedures related to financial management and reporting.

DEFINITIONS

"AMPS By-law" means the Administrative Monetary Penalties System By-law adopted by the Town, as amended or replaced from time to time;

"By-law Services" means the By-law Services Division of the Town's Protective Services Department, or any successor thereof;

"Municipal Freedom of Information and Protection of Privacy Act" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c. M. 56, as amended from time to time, or any successor thereof;

All other capitalized terms used in this Policy have the meanings ascribed to them in the AMPS By-law.

SCOPE

This Policy applies to all financial management and reporting responsibilities and accountabilities regarding AMPS. All persons responsible for administering the AMPS By-law program, as well as Screening Officers and Hearing Officers, 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 administration of the AMPS By-law, including financial results.

POLICY

The Town has established financial management policies and procedures which include financial processes and tracking. The administration of the amounts paid to the Town pursuant to the AMPS By-law will follow the established financial management policies and procedures, including annual financial reporting on the AMPS By-law.

Administrative Fees

In addition to the Administrative Penalties, the Town may impose Administrative Fees as per the Town's Fees and Charges By-law. These fees include but are not limited to:

- Fee - Appeal No-Show;
- Fee- Late Payment; and,
- Fee- Screening No-Show
- Hearing Review Adjudication Fee

No payment for an Administrative Penalty or any Administrative Fee shall be accepted by a Municipal Law Enforcement Officer.

Methods of Payment

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

- a) In person at the Town Hall, 175 Bridge Street, Carleton Place, Ontario K7C 2V8 during regular business hours.
- b) By mail using cheque or money order only. The Penalty Notice number must be written on the front of the cheque or money order and shall be made payable to the Corporation of the Town of Carleton Place
Mail to: Corporation of the Town of Carleton Place 175 Bridge Street, Carleton Place, Ontario K7C 2V8 Attention: AMPS Program.

Payment is not considered made until received by the Town. Persons must allow sufficient mailing time for payments and should not send cash by mail. Post-dated cheques or payment by installments (unless otherwise agreed by the Director of Protective Services) are not accepted. A fee will be applied for any Non-Sufficient Funds, cancelled or reversed payment, in accordance with the Town's Fees and Charges By-law.

Processing Payments

Payments will be processed as follows:

- a) In Person - Apply the appropriate method of payment to the Penalty Notice. The Person is provided with a receipt of payment for their records.
- b) By Mail - Apply the cheque or money order payment to the Penalty Notice. A receipt is not provided when using this method of payment.

Upon receipt of payment of an Administrative Penalty, a Municipal employee will apply the payment to the unique number assigned to the Administrative Penalty in the Penalty Notice. A copy of the receipt for a paid Administrative Penalty shall be forwarded to By-Law Services via internal mail. A Person's credit card information is not kept by the Town's system, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Unless otherwise agreed by the Town, partial payments will not be accepted.

Refund of Payment

If a Person has paid an Administrative Penalty and/or any Administrative Fee in respect of a Penalty Notice, and the Administrative Penalty and/or Administrative Fee or part thereof is later cancelled or reduced by a Screening Officer or Hearing Officer, the Town shall refund the Administrative Penalty and/or Administrative Fee or reduced part thereof to the Person who paid it.

Administrative Fees

Various Administrative Fees may be payable by a Person with a Penalty Notice as set out in the Administrative Penalties System By-law. Where applicable, such fees shall be paid in addition to the Administrative Penalty.

COMPLIANCE

In cases of Policy violation, the Town may investigate and determine appropriate corrective action.

POLICY COMMUNICATION

This Policy shall be posted on the Town's website. Employees shall be advised of the new Policy via distribution to Human Resources and this Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS By-law Officers and administration employees.

RELATED DOCUMENTS/LEGISLATION

- Municipal Freedom of Information and Protection of Privacy Act
- AMPS By-law