

Administrative Policy Name	Administrative Monetary Penalty System – Financial Management and Reporting	Administrative Policy Number	P-COR-013
Effective Date	July 14, 2025	Revision Date	
Approved By	Council		
Related Administrative Procedure or Policy	Monetary Penalty System–Conflict of interest Monetary Penalty System – Prevention of Political Interference Monetary Penalty System – Public Complaints Monetary Penalty System – Extension of Time to Pay Monetary Penalty System – Extension of Time to Request a Review Monetary Penalty System – Undue Hardship		

1. Intent

- 1.1 The Township has implemented an Administrative Monetary Penalty System (**AMPS**).
- 1.2 The purpose of this Policy is to confirm all financial management and reporting responsibilities related to the **AMPS** program conform to current corporate policies and procedures for financial management and reporting.

2. Scope

- 2.1 This administrative policy applies to all financial management and reporting responsibilities and accountabilities regarding the **AMPS** program.
- 2.2 The Township has established several financial management policies and procedures which, along with proactive financial planning processes, provide a framework for the Township’s overall fiscal planning and management. The Township 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.

3. Definitions

- 3.1 For the purposes of this Policy:

“Administrative Penalty” means an administrative monetary penalty for a contravention of a Township By-law;

“AMPS” means Administrative Monetary Penalty System;

“Clerk” means the Clerk for the Township of Centre Wellington, or any person designated by the Clerk;

“Hearing Officer” means a person who performs the functions of a Hearing Officer in accordance with the Township’s **AMPS** By-laws;

“Officer” means a Municipal Law Enforcement Officer, Police Officer or any other person appointed by by-law to enforce a Township By-law;

“Penalty Notice” means a notice for a contravention of a Township By-law and includes a Penalty Order;

“Screening Officer” means a person who performs the functions of a Screening Officer in accordance with the Township’s **AMPS** By-laws.

4. Application

4.1 Overall Financial Management and Reporting

- (a) Preparation of the Township’s budget revolves around priority setting that reflects the Township’s Strategic Plan, Council priorities, business plans, 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 **Clerk**.
- (b) Through the process of current and capital financial management and reporting for the **AMPS**, the Corporate Services Department shall:
 - i) review and monitor current year actual, budgeted and projected financial performance and operating results;
 - ii) proactively compare program financial activity with past performance to identify trends, issues and opportunities;
 - iii) determine priorities for maintaining and improving the **AMPS** program service levels. These priorities are set out in the Township’s business plans that translate to key Corporate Services Departmental initiatives into specific deliverables and funding requirements;
 - iv) review and develop long-term plans including a multi-year operating and capital budget analysis and projections;

- v) 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 Township decision-makers;
- vi) comply with all corporate reporting standards and requirements as part of the Township’s financial management and reporting processes;
- vii) ensure all necessary financial signing authorities are in place and followed by all staff involved in the **AMPS** administration; and
- viii) comply with all Township procurement policies and procedures regarding the **AMPS**.

4.2 Methods of Payment

- (a) A person may pay an **Administrative Penalty** by using one of the following methods:

On-line	Credit Card - Visa or Mastercard at centrewellington.ca (subject to on-line transaction fee)
In Person	Cash or Debit card Credit Card - Visa or Mastercard (subject to a transaction fee) Personal cheque, certified cheque or money order (include penalty notice number) Overnight drop box (located at Municipal Office – 1 MacDonald Square, Elora)
Phone	519-846-9691 Credit Card - Visa or Mastercard (subject to a transaction fee)
Mail	Personal cheque, certified cheque or money order (include penalty notice number) Municipal Office 1 MacDonald Square Elora, ON N0B 1S0

- (b) Payment is not considered made until received by the Township.
- (c) A person must allow sufficient mailing time for payments and should not send cash by mail.
- (d) An **Officer, Screening Officer and Hearing Officer** are not permitted to accept payment of an **administrative penalty**.

4.3 AMPS Program Administrative Fees

- (a) Administrative fees must be paid by the person responsible for the **administrative penalty**, as specified in the Township’s **AMPS** By-law and Fees and Charges By-law.

- (a) A person who has been issued a Penalty Notice is liable to pay the administrative penalty and any applicable administrative fees as specified in...

4.4 Reporting and Tracking **Administrative Penalties** and Administrative Fees

- (a) A Township employee will process the various methods of payment as follows:

On-line	The person enters their Penalty Notice and related information into the database and makes a payment with their credit card information. The person may print a receipt of payment with the confirmation number for their files.
In Person	Apply the various methods of payment to the Penalty Notice . Provide the person with a receipt of payment for their records.
Phone	Apply the credit card payment to the Penalty Notice . Provide the person with a confirmation number as proof of payment for their records. The person's credit card information is not kept on file in the Township's database system, in keeping with the corporate policy and the <i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56</i> , as amended, requirements.
Mail	Apply the cheque or money order payment to the Penalty Notice. If requested, mail a receipt to the person.

- (b) Once payment is made for the applicable **Penalty Notice**, its status will be updated to "paid" in the Township's system.

4.5 Accountability

- (a) All employees and other persons responsible for the administration and enforcement of the **AMPS** program shall comply with this Policy.
- (b) All employees shall comply with the Township's corporate and departmental cash/payment handling procedures for financial stewardship.
- (c) Any person shall bring to the attention of the **Clerk** any contravention of this Policy.

5. **Implementation**

- 5.1 All staff responsible for the administration and enforcement of the **AMPS** program shall be provided with a copy of this Policy.
- 5.2 This Policy shall form part of the orientation for all:
- (a) staff responsible for the administration and enforcement of the **AMPS** program; and
 - (b) **Screening Officer(s)** and **Hearing Officer(s)**.