

# KING TOWNSHIP ADMINISTRATIVE POLICY



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

POLICY NO.:  
COR-POL-152

Growth Management Services	Issue Date: 2023-01-13
	Reviewed Date: 2023-01-13
Authored By: Nancy Cronsberry	Issue No.: 1
Approved By: Stephen Naylor	Next Revision: 2028-01-13

## 1 PURPOSE STATEMENT

- 1.1 This Policy is to establish financial management and reporting responsibilities related to the Administrative Monetary Penalty System (**AMPS**).

## 2 POLICY OBJECTIVE

- 2.1 The purpose and objective of this document is to provide a Policy regarding financial management and the reporting and tracking of administrative penalties and fees. This Policy affirms that the Township AMPS shall follow the existing corporate policies and procedures related to financial management and reporting.
- 2.2 Ontario Regulation 333/07 requires a municipality establishing an Administrative Monetary Penalty System (AMPS) to have a policy to address financial management and reporting of AMPS.

## 3 APPLICATION/SCOPE

- 3.1 This Policy applies to all financial management and reporting responsibilities and accountabilities regarding AMPS. All persons responsible for administering the AMPS program, as well as Screening Officers and Hearing Officers, shall comply with this Policy.
- 3.2 The Township has established a number of 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 AMPS financial results, as well as efficiency and effectiveness measures of the AMPS programs and services.

## 4 DEFINITIONS

- 4.1 For the purposes of this policy, the following definitions are defined in accordance with by-law 2022-40.

4.1.1 **AMPS** means Administrative Monetary Penalty System;

## 5 Financial Management and Reporting for AMPS

- 5.1 General Financial Management and Reporting
- 5.2 Preparation of the Township's budget revolves around priority setting that reflects the Township's Strategic Plan, Council priorities, service delivery objectives and standards and historical financial performance; all balanced with the need for

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prudent financial management. Priority setting and budgeting with respect to AMPS shall be the responsibility of By-law Enforcement Division.

5.3 Through the process of current and capital financial management and reporting for AMPS, By-law Enforcement Division shall:

- 5.3.1 review and monitor current year actual, budgeted and projected financial performance and operating results;
- 5.3.2 proactively compare program financial activity with past performance to identify trends, issues and opportunities;
- 5.3.3 determine priorities for maintaining and improving AMPS program services levels;
- 5.3.4 review and develop long-term plans for AMPS including a multi-year operating and capital budget analysis and projections;
- 5.3.5 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 Township decision-makers;
- 5.3.6 comply with all corporate reporting standards and requirements as part of the Township’s financial management and reporting processes;
- 5.3.7 ensure all necessary financial signing authorities are in place and followed by all staff involved in AMPS administration; and
- 5.3.8 comply with all Township procurement policies and procedures in regard to AMPS

5.4 Payment of a Penalty Notice

- 5.4.1 Any person issuing a Penalty Notice for an infraction of a Designated By-law is not permitted to accept payment for an Administrative Penalty.
- 5.4.2 Hearing Officers are prohibited from directly accepting any payment from any Person in respect of a Penalty Notice.

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

## 5.5 Methods of Payment

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

5.5.1.1 Online (subject to a nominal processing fee) by using VISA, Mastercard or American Express at [parking.ca](http://parking.ca)

5.5.1.2 In person at the Municipal Office located at 2585 King Road, King City, On, L7B1A1 during regular business hours Monday – Friday from 8:30am-4:30pm

5.5.1.3 By mail using cheque or money order only.

5.6 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 Township of King

**Mail to:** The Corporation of the Township of King  
2585 King Road, King City, On L7B1A1

5.7 Payment is not considered made until received by the Township. 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 or designate) are not accepted. A fee will be applied for any Non-Sufficient Funds, cancelled or reversed payment, in accordance with the Township's Fees and Charges By-law.

## 5.8 Processing Payments

Payments will be processed as follows:

### 5.8.1 Online

The Person enters their Penalty Notice and related information into the system and makes a payment with their credit card information. Once the transaction is processed and approved, the Person may print a receipt of

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payment as proof of payment for their records.

## 5.8.2 In Person

Apply the appropriate method of payment to the Penalty Notice. The Person is provided with a receipt of payment for their records.

## 5.8.3 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 a Penalty Notice payment, a Township employee will apply the payment to a specific Penalty Notice in the AIMS/Diamon or respective system connected to the Township's Point-of-Sale terminals. Unless otherwise agreed by the Manager, partial payments will not be accepted. The Penalty Notice will reflect "paid" status.

5.9 A Person's credit card information is not kept by the Township's system, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

## 5.10 Refund of Payment

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

## 5.11 Administrative Fees

Various Administrative Fees may be payable by a Person with a Penalty Notice as set out in the Administrative Penalty By-law, including fees for non-attendance at a Hearing. Where applicable, such fees shall be paid in addition to the Administrative Penalty.

## 6 RELATED DOCUMENTATION

6.1 [Municipal Act, 2001](#)

6.2 [Ontario Regulation 333/07 \(Administrative penalties\)](#)

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6.3 [Administrative Monetary Penalty By-law 2022- 040](#)

## 7 APPROVAL AUTHORITY

**Original Signed**  
\_\_\_\_\_  
Stephen Naylor, Director of  
Growth Management Services

1/13/2023  
\_\_\_\_\_  
Date