



Financial Management and Reporting – Administrative Monetary Penalty System

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Policy Statement

This Policy affirms that the Corporation of the Municipality of Northern Bruce Peninsula'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 Municipality is required to develop a Policy regarding financial management and reporting of the AMPS program.

Legislative Authority

- Ontario Regulation 333/07
- Municipal Act, 2001
- Municipality of Northern Bruce Peninsula AMPS By-law

Purpose

The purpose of this document is to provide a Policy regarding financial management and the reporting and tracking of administrative penalties and fees.

Definitions

For the purpose of this Policy:

Administrative Monetary Penalty System (AMPS)

The civil enforcement system established by the Municipality of Northern Bruce Peninsula to administer, dispute, collect, and enforce administrative monetary penalties for municipal by-law contraventions.

Administrative Monetary Penalty (Penalty)

A monetary penalty imposed for a contravention of a municipal by-law under the AMPS program, as set out in the applicable AMPS By-law.

Administrative Fees

Fees imposed by the Municipality in addition to an administrative monetary penalty, as authorized by the Consolidated Rates and Fees By-law, including but not limited to screening non-appearance fees, hearing non-appearance fees, late payment fees, Ministry of Transportation (MTO) search fees, MTO plate denial fees, and NSF fees.

AMPS By-law

The by-law enacted by the Municipality to establish and govern the Administrative Monetary Penalty System, including the issuance, dispute, and enforcement of administrative monetary penalties.

Clerk

The Clerk of the Municipality of Northern Bruce Peninsula or their designate.

Consolidated Rates and Fees By-law

The by-law of the Municipality that establishes applicable fees and charges, including administrative fees related to the AMPS program.

Financial Management Policies and Procedures

The Municipality's approved corporate policies, procedures, and internal controls governing financial administration, accounting, reporting, auditing, and record retention.

Financial Reporting

The process of recording, tracking, summarizing, and reporting revenues, fees, penalties, and related financial information associated with the AMPS program, including annual reporting.

Municipal Law Enforcement Officer (MLEO)

An individual appointed by the Municipality to enforce municipal by-laws and issue Penalty Notices under the AMPS program.

Penalty Notice

A notice issued under the AMPS By-law alleging a contravention of a municipal by-law and imposing an administrative monetary penalty and any applicable administrative fees.

Municipality

The Corporation of the Municipality of Northern Bruce Peninsula.

Procedure

The Municipality of Northern Bruce Peninsula has established financial management policies and procedures which, include financial processes and tracking. The AMPS program will follow the established financial management policies and procedures, including annual financial reporting on the AMPS program.

Administrative Fees

In addition to the administrative penalty, the Municipality may impose administrative fees as per the Consolidated Rates and Fees By-law. These fees include but are not limited to:

- Screening Non-appearance Fee
- Hearing Non-appearance Fee
- Late Payment Fee
- MTO Search Fee
- MTO Plate Denial Fee
- NSF Fee

No payment for administrative penalty and administrative fee shall be accepted by Municipal Law Enforcement Officer.