



Township of Georgian Bay AMPS Financial Management and Reporting

Policy Number: 2024-006-AD

Department: Fire and Emergency
Services

Effective Date: February 12, 2024

Approval: CAO

Attachments:

Related Documents / Legislation: Administrative Monetary Penalty System
By-law 2024-004

A. Policy Statement

The Township of Georgian Bay has deployed an Administrative Monetary Penalty System (AMPS) for the administration of the various by-laws in force in the Township. This Policy addresses financial management and reporting in relation to the administration of the AMPS. This Policy establishes guidelines for financial reporting in relation to AMPS, details on payment of penalty notice, processing payments, and administrative fees.

B. Purpose

The purpose 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 of Georgian Bay's AMPS shall follow the existing Corporate policies and procedures related to financial management and reporting.

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

C. Definitions

For the purposes of this Policy, the following terms are defined in accordance with By-law 2024-004

Administrative fees means a fee imposed by this by-law and set out in the Township's Fees & Charges By-law, as amended from time to time;

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AMPS means Administrative Monetary Penalty System;

Chief Administrative Officer (CAO) means the Chief Administrative Officer, their delegate, or anyone designated by the Chief Administrative Officer to permit duties pursuant to the Administrative Monetary Penalty System;

Council means the Council of the Township;

Director of Fire and Emergency Services means the Director of Fire and Emergency Services, their delegate, or anyone designated by the Director of Fire and Emergency Services to permit duties pursuant to the Administrative Monetary Penalty System;

Hearing Officer means a Person appointed by Council to perform the functions of a Hearing Officer in accordance with this By-law;

Penalty Notice means a notice for a contravention of a Designated By-law;

Person includes an individual, sole proprietorship, partnership, limited partnership, trust, corporation and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;

Screening Officer means a **Person** appointed by **Council** to perform the functions of a Screening Officer in accordance with this By-law;

Township means the Corporation of the Township of Georgian Bay in the District of Muskoka.

D. General Terms and Procedures

Application

This Policy applies to all financial management and reporting responsibilities and accountabilities regarding AMPS. All Township employees and other individuals responsible for the administration of AMPS shall comply with this Policy.

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

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will be reflected in routine reporting on AMPS financial results, as well as efficiency and effectiveness measures of the AMPS program and services.

General Financial Management and Reporting

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 prudent financial management. Priority setting and budgeting with respect to AMPS shall be the responsibility of the Director of Fire and Emergency Services.

Through the process of current and capital financial management and reporting for AMPS, the Director of Fire and Emergency Services shall:

- a. Review and monitor current year actual, budgeted and projected financial performance and operating results;
- b. Proactively compare program financial activity with past performance to identify trends, issues, and opportunities;
- c. Determine priorities for maintaining and improving AMPS program service levels;
- d. Review and develop long-term plans for AMPS including a multi-year operating and capital budget analysis and projections;
- e. 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;
- f. Comply with all Corporate reporting standards and requirements as part of the Township's financial management and reporting processes;
- g. Ensure all necessary financial signing authorities are in place and followed by all staff involved in AMPS administration; and
- h. Comply with all Township procurement policies and procedures in regards to AMPS.

Payment of a Penalty Notice

Any officer issuing a Penalty Notice for an infraction of a designated by-law is not permitted to accept payment for an administrative penalty. Screening

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Officers and Hearing Officers are prohibited from directly accepting any payment from any Person in respect of a Penalty Notice.

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

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

- a. Online using VISA, MasterCard or American Express and electronic transfer via the Township Website:
<https://forms.gbtownship.ca/Payment-Processing-Form>
- b. In person at Customer Service at Township of Georgian Bay Administration Building, 99 Lone Pine Road Port Severn, Ontario, L0K 1S0.
- c. 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 Township of Georgian Bay. Mail to: Township of Georgian Bay at 99 Lone Pine Road, Port Severn, Ontario, L0K 1S0.

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 are not accepted. A fee will be applied for any Non-Sufficient Funds, cancelled, or reversed payment.

Processing Payments

Payments will be processed as follows:

- a. Online the person enters their Penalty Notice Number and related information into the system and makes a payment with their credit card information or sends an electronic transfer. The Person may print or email a receipt of payment as proof of payment for their records.
- b. In person apply the appropriate method of payment to the Penalty Notice. The Person is provided with a receipt of payment for their records.
- c. By mail apply the cheque or money order payment to the Penalty Notice. A person can request a receipt of their payment be sent back to them for their records but must supply an addressed envelope with the appropriate postage.

Upon receipt of a Penalty Notice payment, a Township employee will apply the payment to a specific Penalty Notice within the Township's AMPS data tracking document.

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Administrative Fees

Various Administrative Fees may be payable by a Person with a Penalty Notice as set out in the Fees & Charges By-law, as amended from time to time;

Implementation

This Policy shall form part of the orientation for all current and new Screening Officers, Hearing Officers and AMPS administration staff.

Accountability

All persons 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 Chief Administrative Officer.

E. Supported By

Strategic Plan
Transparency Withing Government
Municipal, Fiscal and Resident Responsibility
Well Managed Infrastructure