



Financial Control and Reporting in Relation to the Administrative Penalty System (AMPS)

Policy Number: G-GEN-016

Authority: Resolution 69/20

Date Approved: March 10, 2020

Department Responsible: Finance

Revision Dates: Not applicable

Review Date: July 2029

Status: Active

1. Policy Statement

- 1.1 The Town of LaSalle is committed to ensuring accurate financial management and reporting responsibilities in relation to the Administrative Monetary Penalty System. (AMPS)

2. Scope

- 2.1 This policy applies to all financial management regarding the AMPS program. All persons responsible for administering the AMPS program shall comply with this policy.

3. Policy

This policy will provide the financial management and the reporting and tracking of administrative penalties and fees under the AMPS program. This Policy affirms that the Town of LaSalle AMPS shall follow the existing policies and procedures related to financial management and reporting.

3.1 Payment of a Penalty Notice

- 3.1.1 Any person issuing a Penalty Notice for an infraction of a designated by-law is not permitted to accept payment for an Administrative Penalty.
- 3.1.2 Screening and Hearing Officers do not have authority to accept any payment from any person in respect of an Administrative Penalty.

- 3.1.3 Town employee's involved in receiving payment for an administrative penalty shall ensure compliance with corporate and/or departmental cash handling policies and/or procedures.
- 3.1.4 If a person has paid any administrative fees in respect of an administrative penalty and a Screening or Hearing Officer subsequently cancels the penalty, the Town shall refund in full such administrative fees to the person.

3.2 Methods of Payment

- 3.2.1 Following the issuance of a Penalty Notice, a voluntary payment may be made using one of the following methods:
 - a. Internet/Online using Visa, MasterCard or Discover Card or a Debit Card with a Visa, or MasterCard logo at lasallereviewpenalty.ca (subject to processing fee)
 - b. In person using cash, cheque, or debit at:

Town of LaSalle Civic Centre

5950 Malden Road

8:30 am to 4:30 pm Monday to Friday

(holidays excluded)
 - c. Overnight Drop Box using a cheque (located at Town Hall)
 - d. By mail using a cheque and mailed to:

Town of LaSalle

5950 Malden Road

LaSalle, Ontario N9H 1S4
- 3.2.2 The penalty notice number must be written on the front of the cheque and shall be made payable to The Corporation of the Town of LaSalle.
- 3.2.3 Payments on line or in person cannot be processed within 3 days of the penalty date.
- 3.2.4 Payment is not considered made until received by the Town. Persons must allow sufficient mailing time for payments. Post dated cheques or payments by installments will not be accepted.

- 3.2.5 NSF cheques will be subject to an administrative charge in accordance with the User Fee Schedule By-Law.
- 3.2.6 Additional administrative fees, where applicable may be charged to a person with a Penalty Notice in accordance with Town of LaSalle By-Laws.

4. Roles and Responsibilities

The Director of Finance/Treasurer is responsible for this policy. This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

5. References and Related Documents

Municipal Act, 2001

Ontario Regulation 333/07 (Administrative Penalties)

Town of LaSalle By-Law 8289 (Establishing a system of administrative penalties)

Town of LaSalle By-Law 8290 (Appointing screening & hearing Officers)

Cash handling procedure

6. Attachments

Not applicable.