



# Town of Wasaga Beach

## Policy Manual

<b>Section Name:</b> Protection to Persons & Property	<b>Policy Number:</b> 5-10
<b>Policy:</b> Administrative Monetary Penalty System- Financial Management and Reporting Policy	<b>Policy:</b> May 15, 2030
<b>Effective Date:</b> May 15, 2025	<b>REVISIONS:</b>
<b>ADMINISTERED BY:</b> Finance Division & Municipal Law Enforcement Division	

### 1. PURPOSE

- 1.1 The purpose of this Policy is to affirm that the Town shall follow the existing corporate policies and procedures related to financial management and reporting.
- 1.2 This policy ensures all financial management and reporting responsibilities related to the AMPS program conform to current corporate policies and procedures for financial management and reporting.
- 1.3 In accordance with the Municipal Act, 2001, O. Reg. 333/07, the Town is required to develop a Policy to address financial management and reporting of AMPS.

### 2. SCOPE

- 2.1 This policy applies to all financial management and reporting responsibilities and accountabilities regarding the AMPS program. All Town employees and other persons responsible for the administration of the AMPS program shall comply with this policy.
- 2.2 The Town has established several financial management policies and procedures which, along with proactive financial planning processes, provide a framework for the Town's

overall fiscal planning and management. The Town continues to display financial accountability through regular, thorough, and transparent financial performance reporting, analysis and auditing. This will be reflected in routine reporting on AMPS financial results, as well as efficiency and effectiveness measures of the AMPS programs and services.

### **3. POLICY**

#### **3.1 Overall Financial Management and Reporting**

- a) Preparation of the Town's budget revolves around priority setting that reflects 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 General Manager of Legislative and Development Services.
- b) Through the process of current and capital financial management and reporting for the AMPS program, the General Manager of Legislative and Development Services 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 AMPS program service levels.
  - iv. Review and develop AMPS 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 Town decision-makers.
  - vi. Comply with all corporate reporting standards and requirements as part of the Town's financial management and reporting processes.
  - vii. Ensure all necessary financial signing authorities are in place and followed by all staff involved in AMPS administration.
  - viii. Comply with the Town's procurement policy and procedures in regard to the AMPS program.

#### **3.2 Payment of a Penalty Notice**

- a) Screening Officers and Hearing Officers are prohibited from directly accepting any payment from any person in respect of an administrative penalty. Any person issuing a Penalty Notice in respect of the contravention of a designated By-law is not permitted to accept payment in respect of an administrative penalty.

- b) If a person has paid any administrative fees in respect of an administrative penalty and the penalty is subsequently cancelled by a Screening Officer or Hearing Officer, the Town shall refund in full such administrative fees to the person.
- c) All Town employees engaged in the administration of the AMPS program shall ensure all work activities are conducted in accordance with Town policies. Town employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship. The General Manager is responsible to ensure Town Staff comply with policies and procedures.

### **3.3 Methods of Payment**

- a) Following the issue of a Penalty Notice, the person is permitted to make a voluntary payment by using one of the following methods:
  - i. Online - VISA or MasterCard at [www.wasagabeach.com](http://www.wasagabeach.com)
  - ii. In person at the Town of Wasaga Beach Office located at 30 Lewis St., Wasaga Beach, ON. - Cash, Debit Card, Credit Cards, Personal Cheques or Money Order (accompanied by Penalty Notice showing Penalty Number)
  - iii. By mail using cheque or money order only. (include Penalty Notice showing Penalty number) Payable to: The Town of Wasaga Beach.  
Mail to: Town of Wasaga Beach at 30 Lewis St. Wasaga Beach, ON.  
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### **3.4 Reporting and Tracking Administrative Penalties and Administrative Fees**

- a) Upon receipt of a Penalty Notice payment, a Town employee will apply the payment to a specific Penalty Notice in the software system. The Penalty Notice will reflect “paid” status.
- b) Procedures may be defined by the Chief Financial Officer to address specific implementation of this policy.

## **4. POLICY ADMINISTRATION AND REVIEW**

- 4.1 This Policy will be reviewed as required, but in any case no later than five (5) years from the date of the most recent review.
- 4.2 This Policy shall be administered by the Chief Financial Officer and General Manager of Legislative and Development Services.

## **5. REFERENCE AUTHORITIES**

- Municipal Act, 2001
- Ontario Regulation 333/07 (Administrative Penalties)
- Applicable Town Financial Policies and Procedures
- AMPS Parking By-law 2025-17, as amended
- AMPS Non Parking By-law 2025-18, as amended