



Town of Wasaga Beach

Policy Manual

Section Name: Protection to Persons & Property	Policy Number: 5-12
Policy: Administrative Monetary Penalty System- Financial Hardship Policy	Policy: May 15, 2030
Effective Date: May 15, 2025	REVISIONS:
ADMINISTERED BY: Municipal Law Enforcement Division	

1. PURPOSE

- 1.1 The purpose of this is to respond to requests by persons with a Penalty Notice for relief from paying all, or part of a Penalty Notice, including any Administrative Fees, if the Person can demonstrate they would suffer financial hardship if required to pay the penalty required under the Administrative Monetary Penalty Systems (AMPS).
- 1.2 In accordance with the Municipal Act, 2001, O. Reg. 333/07, the Town is required to develop a Policy to address financial hardship experienced by individuals required to pay a Penalty Notice and applicable Administrative Fees.

2. SCOPE

- 2.1 This Policy applies to a Screening Review and Hearing Review conducted by a Screening Officer and Hearing Officer, respectively, pursuant to the Town's Administrative Monetary Penalty By-laws, as amended.

3. POLICY

3.1 General Provisions

- a. A Person who receives a Penalty Notice has the right to dispute the Penalty Notice;
 - i. The Screening Officer has the authority to cancel, reduce or extend the time for payment of the Penalty Notice, including any

Administrative Fees, if the Screening Officer finds that payment of the Penalty Notice (including any Administrative Fees) would cause financial hardship. Similarly, the Hearing Officer has the authority to take into consideration financial hardship when determining to cancel, reduce or extend the time for payment of the Penalty Notice (including any Administrative Fees); and

- ii. A Person who receives a Screening Decision from the Screening Officer shall, if in disagreement with the Screening Decision, has the right to dispute the Screening Officer's Decision with a Hearing Officer.

3.2 Documentation to Support Financial Hardship

- a. A Person who is experiencing financial hardship should bring documentation to support their claim at the Screening Review or Hearing Review. The Person, when required, shall provide documented proof of financial hardship such as, but not limited to:
 - i. Old Age Security;
 - ii. Canada Pension;
 - iii. Guaranteed Income Supplement;
 - iv. Disability Pension;
 - v. Ontario Student Assistance Program; or
 - vi. Any other form of social assistance.
- b. The Screening Officer or Hearing Officer will satisfy themselves at the Screening Review or Hearing Review as to the authenticity/credibility of the documents provided and will refer to those documents in their decision.

3.3 Records Retention

- a. All information and documentation provided in support of financial or undue hardship shall be treated in a confidential manner, in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Photocopies of the documentation may be required and attached to the Screening Decision and/or Hearing Decision record and will be retained according to the Town's Records Retention By-law.

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 General Manager of Legislative and Development Services.

5. REFERENCE AUTHORITIES

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