



**THE CORPORATION OF THE TOWN OF LASALLE
POLICY MANUAL**

POLICY MANUAL SECTION: [Section will be assigned by Council Services]	POLICY NUMBER: [Policy number will be assigned by Council Services]
POLICY NAME: Financial Control and Reporting in relation to the Administrative Penalty System (AMPS)	AUTHORITY: Ontario Regulation 333/07 made under the Municipal Act
DATE APPROVED: [Council Meeting Date]	DEPARTMENT RESPONSIBLE: Finance Department
REVISION DATES: [Any dates of previous revisions]	REVIEW DATE: [Review date to be set by Council Services]
STATUS: [Assigned by Council Services]	

PURPOSE:

Ontario Regulation 333/07 under the Municipal Act requires a municipality to establish a policy relating to financial control in the administration of the AMPS program.

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.

POLICY STATEMENT:

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

SCOPE:

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



POLICY:

Payment of a Penalty Notice

Any person issuing a Penalty Notice for an infraction of a designated by-law is not permitted to accept payment for an Administrative Penalty.

Screening and Hearing Officers do not have authority to accept any payment from any person in respect of an Administrative Penalty.

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.

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.

Methods of Payment

Following the issuance of a Penalty Notice, a voluntary payment may be made using one of the following methods:

- Internet/Online using Visa, MasterCard or Discover Card or a Debit Card with a Visa, or MasterCard logo at www.lasallereviewpenalty.ca (subject to processing fee)
- 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)
- Overnight Drop Box using a cheque (located at Town Hall)
- By mail using a cheque and mailed to:
 - Town of LaSalle
5950 Malden Road
LaSalle, Ontario N9H 1S4

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.

Payments on line or in person cannot be processed within 3 days of the penalty date.



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.

NSF cheques will be subject to an administrative charge in accordance with the User Fee Schedule By-Law.

Additional administrative fees, where applicable may be charged to a person with a Penalty Notice in accordance with Town of LaSalle By-Laws.

RESPONSIBILITIES:

The Director of Finance/Treasurer is responsible for this policy.

POLICY REVIEW

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.

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

ATTACHMENTS:

Not applicable.