

SECTION: Council and Administrative Services	POLICY: AMPS – Policy – 04
SUBJECT: Financial Management and Reporting for the Administrative Monetary Penalty System	
EFFECTIVE: June 2, 2014	REPLACES:
APPROVED BY: Peter Fay, City Clerk	PROCEDURAL UPDATES:
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POLICY STATEMENT:

This policy is to affirm that the City of Brampton’s Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to financial management and reporting.

PURPOSE:

To ensure all financial management and reporting responsibilities related to the AMPS program conform to current corporate policies and procedures for financial management and reporting.

SCOPE:

This policy applies to all financial management and reporting responsibilities and accountabilities regarding the AMPS program. All City employees and other persons responsible for the administration of the AMPS program shall comply with this policy.

The City of Brampton has established a number of financial management policies and procedures which, along with proactive financial planning processes, provide a framework for the City’s overall fiscal planning and management. The City of Brampton continues to display financial accountability through regular, thorough and transparent financial performance reporting and analysis. This will be reflected in routine reporting on AMPS financial results, as well as efficiency and effectiveness measures of the AMPS program and services.

PROCEDURE:

Overall Financial Management and Reporting:

Preparation of the City’s budget revolves around priority setting that reflects the City’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 the AMPS program shall be the responsibility of the City Clerk’s Office.

Through the process of current and capital financial management and reporting for the AMPS program, the City Clerk’s Office shall:

1. Review and monitor current year actual, budgeted and projected financial performance and operating results.
2. Proactively compare program financial activity with past performance to identify trends, issues and opportunities.

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3. Determine priorities for maintaining and improving AMPS program service levels. These priorities are set out in the City’s service plans that translate key departmental initiatives into specific action plans and funding requirements.
4. Review and develop AMPS long-term plans including a multi-year operating and capital budget analysis and projections.
5. 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 City decision-makers.
6. Comply with all corporate reporting standards and requirements as part of the City’s financial management and reporting processes, including the City’s controllership policy.
7. Ensure all necessary financial signing authorities are in place and followed by all staff involved in AMPS administration.
8. Comply with all City procurement policies and procedures in regard to the AMPS program.

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.

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 City shall refund in full such administrative fees to the person.

All City employees engaged in the administration of the AMPS program shall ensure all work activities are conducted in accordance with the Employee Code of Conduct. City 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:

Online - AMEX, Visa or Mastercard at www.brampton.ca (subject to on-line transaction fee)

In Person - Cash or Debit Card
 Credit Cards – AMEX, Visa or Mastercard accepted
 Personal Cheques/Certified Cheques/Money Order (include Penalty Notice number)
 Overnight Drop box (located at City Hall)

By Phone - 311 in Brampton or 905-874-2404

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Credit Cards - AMEX, Visa or Mastercard accepted (subject to transaction fee)

By Mail - Payable at City Hall or Brampton POA Courthouse
Personal Cheques/Certified Cheques/Money Order (include Penalty Notice number)

Payment is not considered made until received by the City. Persons must allow sufficient mailing time for payments. Persons should not send cash by mail. Post-dated cheques or payment by installments are not accepted. NSF cheques will be subject to an administrative charge.

AMPS Program Administrative Fees:

Various administrative fees may be payable by a person with a Penalty Notice and administrative penalty due and payable, as set out in AMPS By-law 333-2013.

Reporting and Tracking Administrative Penalties and Administrative Fees:

Upon receipt of a Penalty Notice payment, a City employee will apply the payment to a specific Penalty Notice in the AutoProcess system connected to the City's Point-of-Sale terminals. The Penalty Notice will reflect "paid" status.

The City employee will process the various methods of payment as follows:

In Person

- Apply the various methods of payments to the Penalty Notice.
- Provide a person with a receipt of payment for their records.

By Phone

- Apply the credit card payment to the Penalty Notice.
- Provide the person a confirmation number as proof of payments for their records.
- The person's credit card information is not kept on file in the City's database system, in keeping with corporate policy and MFIPPA requirements.

By Mail

- Apply the cheque payment to the Penalty Notice
- Mail receipt if requested by the person.

On-line

- The person enters their Penalty Notice and related information into the database and makes a payment with their credit card information.
- The person may print a receipt of payment with the confirmation number for their files.

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Procedures may be defined by the City Clerk to address specific implementation of this policy.

ACCOUNTABILITY

All persons responsible for administering the AMPS program shall be responsible for implementation of this policy. Any person shall bring to the attention of the City Clerk any contravention of this policy.

ADMINISTRATION:

This policy shall be administered by the City Clerk’s Office, Corporate Services

REFERENCE AUTHORITIES:

- Municipal Act, 2001
- Ontario Regulation 333/07 (Administrative Penalties)
- City of Brampton By-law 333-2013
- City of Brampton By-law 334-2013
- Applicable Corporate financial policies and procedures

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