



## The Corporation of the Township of Huron-Kinloss

### Policy

Section: 5.0 General

Policy: Administrative Monetary Penalty System Financial Management and Reporting

By-Law: Administrative Monetary Penalty System

Date: 4 March 2024

Revision: N/A

### Coverage:

The purpose of this document is to provide a Policy regarding financial management and the reporting and tracking of administrative penalties and fees.

### Policy Statement:

This Policy affirms that the Corporation of the Township of Huron-Kinloss's Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to financial management and reporting.

In accordance with Ontario Regulation 333/07, the Township is required to develop a Policy regarding financial management and reporting of the AMPS program.

### Legislative Authority:

- Ontario Regulation 333/07, Administrative Penalties
- Municipal Act, 2001, S.O. 2001, c.25
- Township of Huron-Kinloss Administrative Monetary Penalty System By-law

### Contents:

The Township of Huron-Kinloss has established financial management policies and procedures which, include financial processes and tracking. The AMPS program will follow the established financial management policies and procedures, including annual financial reporting on the AMPS program.

### Administrative Fees

In addition to the administrative penalty, the Township may impose administrative fees as per the Consolidated Rates and Fees By-law. These fees include but are not limited to:

- Screening Non-appearance Fee
- Hearing Non-appearance Fee
- Late Payment Fee
- MTO Search Fee
- MTO Plate Denial Fee
- NSF Fee

No payment for administrative penalty and administrative fee shall be accepted by Municipal Law Enforcement Officer.