



The Corporation of Town of New Tecumseth

Financial Management and Reporting (ASE)

Policy Type: Corporate

Policy No.: AC-POL-008-2025

Name of Dept: Clerks/Administration Dept

Status: Current

Resolution No.: 2025-192

1. **Policy Statement**

The Town of New Tecumseth will ensure public trust and confidence through corporate policy and procedure for financial management and reporting of the Automated Speed Enforcement (ASE) Program.

2. **Purpose**

The purpose of this policy is to provide guidance and establish financial management procedures for reporting and tracking of administrative penalties and fees as defined by Ontario Regulation 333/07 made under the Municipal Act, 2001, as amended.

3. **Scope**

This policy applies to all financial management and reporting responsibilities regarding the Administrative Monetary Penalty System (AMPS). All persons responsible for administering the AMPS program, as well as Screening Officers and Hearing Officers, shall comply with this Policy.

4. **Definitions**

“Administrative Fee” means any fee specified in the Town of New Tecumseth Administrative Penalty System or Fees and Charges By-law.

“Administrative Penalty” means an administrative penalty established by the Administrative Penalty By-Law for a contravention of a designated by-law, provincial statute or regulation, as defined therein.

“Administrative Penalty System By-Law” means the by-law passed by the Town of New Tecumseth Council to establish administrative monetary penalties (AMPS) as amended from time to time , or any successor thereof.

"AMPs" means Administrative Monetary Penalty System established pursuant to the Town of New Tecumseth Administrative Penalty System By-Law.

"Appointment By-law for Screening and Hearing Officers for ASE" means a by-law passed by Council of the Town of New Tecumseth to establish the positions of Screening and Hearing Officers as part of the administrative monetary penalties system.

"Council" means the Council of the Town of New Tecumseth.

"Designated By-Law" means Administrative Penalty By-law.

"Hearing Officer" means a person mentioned in subsection 10(3) of O.Reg. 355/22, appointed by the Municipality to review administrative penalties.

"Manager" means the Manager, Municipal Law Enforcement for the Municipality.

"Municipal Freedom of Information and Protection of Privacy Act" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, as amended from time to time, or any successor thereof.

"Owner" in relation to a motor vehicle, means,
a) the holder of the permit for the motor vehicle; or
b) if the motor vehicle permit consists of a vehicle portion and plate portion and different persons are named on each portion, the person whose name appears on the plate portion.

"Penalty Order" means an order as described in Section 2.1.1 of the Administrative Penalty System By-law.

"Screening Officer" means a person mentioned in subsection 10 (2) of O. Reg. 355/22, employed by the Town to review administrative penalties.

"Supervisor" means the Supervisor, Municipal Law Enforcement for the Town.

"Town" means the Town of New Tecumseth.

5. Policy

5.1 This policy establishes financial management and reporting responsibilities related to Administrative Monetary Penalty (AMP) System.

5.2 This policy will be posted on the Town's website.

5.3 This Policy shall form part of the orientation for all Screening Officers, Hearing

Officers, AMP enforcement and administration staff.

- 5.4 Town staff with the potential for interaction with the AMP program shall receive training in relation to this Policy.
- 5.5 Town staff must maintain all records relevant to administering this policy in a recognized Town record keeping system and in accordance with Town records management policies and procedures.
- 5.6 Preparation of the Town's budget is based on the corporate strategic plan, council priorities and service delivery standards. Budgeting with respect to the Automated Speed Enforcement program, operated through the AMP's system, will be the responsibility of the Administration and Engineering Departments.
- 5.7 Through the budget process, Town staff will:
 - a) review and monitor current year actual, budgeted and projected financial performance and operating results;
 - b) proactively compare program financial activity with past performance to identify trends, issues and opportunities;
 - c) determine priorities for maintaining and improving the AMP program services levels;
 - d) review and develop long-term plans for AMP including a multi-year operating and capital budget analysis and projections;
 - e) identify and mitigate factors impacting the AMP budget and financial performance, such as inflation, fixed costs and legislative requirements that are beyond the control of Town's decision-makers;
 - f) comply with all corporate reporting standards and requirements as part of the Town's financial management and reporting processes;
 - g) ensure all necessary financial signing authorities are in place and followed by all staff involved in AMP administration; and
 - h) comply with all Town procurement policies and procedures in regard to AMP.
- 5.8 Any person issuing a Penalty Order for an infraction in a Designated By-Law is not permitted to accept payment for an Administrative Penalty.
- 5.9 Hearing Officers are prohibited from directly accepting any payment from any Owner or authorized agent in respect of a Penalty Order.
- 5.10 Town employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship.
- 5.11 Following the issuance of a Penalty Order or a Notice of decision, the Owner or Authorized Agent shall make a payment by using one of the following

methods:

- a) Online (subject to a nominal processing fee);
- b) In person at the Town Hall, 24 Tupper Street West, Alliston, Ontario, during regular business hours (Monday – Friday from 8:30 a.m. - 4:30 p.m.) or outside of regular business hours in the designated drop box;
- c) By mailing a cheque or money order to:

The Corporation of the Town of New Tecumseth
Automated Speed Enforcement Division
24 Tupper Street West
Alliston, ON
L9R 1H2

- 5.12 The Penalty Order number must be written on the front of the cheque or money order and shall be made payable to “The Corporation of the Town of New Tecumseth”.
- 5.13 Payment is not considered made until received and processed by the Town. Persons must allow sufficient mailing time for payments and should not send cash by mail. Post-dated cheques or payment by instalments will not be accepted unless otherwise agreed to by a Screening or Hearing Officer decision. A fee will be applied for any Non-Sufficient Funds, cancelled, or reversed payment, in accordance with the Town’s Fees and Charges By-law.
- 5.14 Payments will be processed as follows:
 - a) Online
The Owner or authorized agent enters their Penalty Order and related information into the online system and makes a payment with their credit card information. Once the transaction is processed and approved, the Owner may print a receipt of payment as proof of payment for their records.
 - b) In Person
Apply the appropriate method of payment to the Penalty Order as provided for at Town Hall. The Owner or authorized agent is provided with a receipt of payment for their records.
 - c) By Mail
Apply the cheque or money order payment to the Penalty Order. A receipt is not provided when using this method of payment.
- 5.15 Upon receipt of a Penalty Order payment, a Town employee will apply the payment to a specific Penalty Order in the Town’s AMP management system. Unless a decision has been made by the Screening or Hearing Officer, partial payments will not be accepted.

- 5.16 The Town does not store nor keep a person's credit card information.
- 5.17 Various Administrative Fees may be payable by an Owner or Authorized Agent with a Penalty Order as set out in the Town's Fees and Charges By-Law and the Administrative Penalty System By-Law. Where applicable, such fees shall be paid in addition to the Administrative Penalty.
- 5.18 The Supervisor or Manager shall be responsible for the development, approval, implementation, training, monitoring, and compliance of this policy.
- 5.19 In cases of policy violation, the Town may investigate and determine appropriate corrective action.
- 5.20 No additional reporting is required.

6. Implementation

This policy shall become effective immediately upon approval by Council. Any Revisions, modifications, or interpretations of this policy may be conducted by the Manager of By-Law Enforcement or the Clerk with the consultation and support from the Chief Administrative Officer

Approved By:

Bruce Hoppe, MCIP, RPP,
Interim General Manager,
Strategic Services
Neil Garbe, CAO

Department:

Infrastructure and Development
Division
CAO

Status:

Approved - 04 May 2025
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