



*A People Place, A Change of Pace*  
**SHELburne**  
ONTARIO, CANADA

## **CORPORATE POLICY – AMPS-005**

---

|                        |                                                                                |
|------------------------|--------------------------------------------------------------------------------|
| <b>DEPARTMENT:</b>     | <b>Legislative Services</b>                                                    |
| <b>POLICY:</b>         | <b>Financial Hardship in the Administrative Monetary Penalty System (AMPS)</b> |
| <b>APPROVAL:</b>       | <b>Director of Legislative Services/Clerk</b>                                  |
| <b>EFFECTIVE DATE:</b> | <b>March 10, 2025</b>                                                          |

---

### **1. PURPOSE**

To provide a policy 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.

In accordance with [Ontario Regulation 333/07](#), the Town is required to develop a policy to address financial hardship experienced by individuals required to pay a Penalty Notice and any applicable administrative fees.

### **2. POLICY PRINCIPLES**

This policy applies to a Screening Review and Hearing Review conducted by a Screening Officer and Hearing Officer, respectively, pursuant to the Town of Shelburne By-law 09-2025.

### **3. DEFINITIONS**

**Administrative Fee** means any fee specified in By-law 09-2025;

**AMPS** means the Administrative Monetary Penalty System;

**Town** means The Corporation of the Town of Shelburne;

**Clerk** means the Director of Legislative Services/Clerk, or their delegate, or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;



*A People Place, A Change of Pace*  
**SHELburne**  
ONTARIO, CANADA

**Hearing Decision** means a notice that contains a decision made by a Hearing Officer;

**Hearing Officer** means a person who performs the functions of a Hearing Officer in accordance with section 9 of By-law 09-2025;

**Hearing Review** means the process set out in Section 8 of By-law 09-2025;

**Penalty Notice** means a notice given to a person pursuant to Section 5 of By-law 09-2025;

**Person** includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and license plate portion, and different persons are named on each portion, the person whose name appears on the license plate portion, as provided by the Ontario Ministry of Transportation, is the person for the purposes of this policy;

**Screening Decision** means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 7.9 of By-law 09-2025;

**Screening Officer** means a person who performs the functions of a Screening Officer in accordance with section 9 of By-law 09-2025.

**Screening Review** means the process set out in Section 7 of By-law 09-2025;

## **4. POLICY**

### **4.1 General Provisions**

- (a) Any Person who receives a Penalty Notice is given the right to dispute the Penalty Notice;
- (b) 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



*A People Place, A Change of Pace*  
**SHELburne**  
ONTARIO, CANADA

- (c) A Person who receives a Screening Decision from the Screening Officer shall, if in disagreement with the Screening Decision, be given the right to dispute the Screening Officer's Decision with a Hearing Officer.

#### **4.2 Documentation to support financial hardship**

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:

- (a) Old Age Security;
- (b) Canada Pension;
- (c) Guaranteed Income Supplement;
- (d) Disability Pension;
- (e) Ontario Student Assistance Program; or
- (f) any other form of social assistance.

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.

#### **4.3 Records Retention**

All information and documentation 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.

### **5. ADMINISTRATION AND CONTACT**

This Policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the Clerk to address specific implementation of this Policy.



*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

### **Cross References**

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Municipal Act, 2001](#)

[Ontario Regulation 333/07](#) (Administrative Penalties)

Town of Shelburne AMPS Bylaw #09-2025

### **Contact**

Jennifer Willoughby, Director of Legislative Services/Clerk

519-925-2600 Ext 223

[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

Policy Approved By: Jennifer Willoughby, Director of Legislative Services/Clerk

Approval Date: March 10, 2025

Policy Effective Date: March 10, 2025