



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

CORPORATE POLICY – AMPS-003

DEPARTMENT:	Legislative Services
POLICY:	Financial Management and Reporting for the Administrative Monetary Penalty System (AMPS)
APPROVAL:	Director of Legislative Services/Clerk
EFFECTIVE DATE:	March 10, 2025

1. PURPOSE

The purpose of this document is to provide a policy regarding financial management and the reporting and tracking of administrative penalties and fees. This policy affirms that the Town of Shelburne'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 Town is required to develop a policy to address financial management and reporting of AMPS.

2. POLICY PRINCIPLES

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

The Town has established a number of financial management policies and procedures which, along with proactive financial planning processes, provide a framework for the Town's overall fiscal planning and management. The Town 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.

3. DEFINITIONS

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



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

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;

Council means the Council of the Town of Shelburne;

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

4. POLICY

4.1 General Financial Management and Reporting

Preparation of the Town's budget revolves around priority setting that reflects Council's 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 AMPS shall be the responsibility of the Legislative Service Department.

Through the process of current and capital financial management and reporting for AMPS, the Legislative Service Department shall:



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

- (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 AMPS program service levels, which will assist with determining key Legislative Services Departmental initiatives and transform them into specific action plans and funding requirements;
- (d) Review and develop long-term plans for AMPS including a multi-year operating and capital budget analysis and projections;
- (e) 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 Town 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 AMPS administration; and
- (h) Comply with all Town procurement policies and procedures in regard to AMPS.

4.2 Payment of a Penalty Notice

A Screening Officer issuing a Penalty Notice for an infraction of a designated by-law is not permitted to accept payment for an administrative penalty. Screening Officers and Hearing Officers are prohibited from directly accepting any payment from any person in respect of a Penalty Notice.

Town employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship.

4.2.1 Methods of Payment

Following the issuance of a Penalty Notice, the person is permitted to make a voluntary payment by using one of the following methods:



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

- (a) Online using a credit card at:
www.shelburne.ca
(subject to a nominal processing fee)
- (b) By calling the toll-free number 1-855-973-1933 using VISA, MasterCard
(subject to a nominal processing fee)
- (c) In person at Shelburne Town Hall
Cash, Cheque or Debit will only be accepted
203 Main Street East, Shelburne ON L9V 3K7
Monday to Friday 8:30am to 12:00pm and 1:00pm to 4:30pm
- (d) By mail using cheque or money order only
The Penalty Notice number must be written on the front of the cheque or money order and shall be made payable to The Town of Shelburne and mailed to: Town of Shelburne, 203 Main Street East, Shelburne, ON L9V 3K7

Payment is not considered made until received by the Town. Persons must allow sufficient mailing time for payments and should not send cash by mail. Post-dated cheques or payment by installations are not accepted. A fee will be applied for any Non-Sufficient Funds, cancelled or reversed payment.

4.2.2 Processing Payments

Payments will be processed as follows:

- a. Online – www.shelburne.ca
The person enters their Penalty Notice and related information into the system and makes a payment with their credit card information. The person may print a receipt of payment as proof of payment for their records.
- b. By Phone – 1-855-973-1933
The person enters their Penalty Notice and related information into the system and makes a payment with their credit card information. The person is provided with a confirmation number as proof of payment for their records.



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

c. In Person

Apply the appropriate method of payment, cash, cheque or debit, to the Penalty Notice. The person is provided with a receipt of payment for their records.

By Mail

Apply the cheque or money order payment to the Penalty Notice.

Upon receipt of a Penalty Notice payment, a Town employee will apply the payment to a specific Penalty Notice in the Auto Process system connected to the Town's Point-of-Sale terminals. The Penalty Notice will reflect "paid" status. A person's credit card information is not kept by the Town's system, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

4.2.3 Refund of Payment

If a person has paid any administrative fees in respect of a Penalty Notice which is subsequently cancelled by a Screening Officer or Hearing Officer, the Town shall refund in full such administrative fees to the person.

4.3 Administrative Fees

Various administrative fees may be payable by a person with a Penalty Notice as set out in By-law 09-2025.

4.4 Accountability

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

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

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

Approval Date: March 10, 2025

Policy Effective Date: March 10, 2025