

## **POLICY**

**POLICY TITLE: Administrative Monetary Penalty – Financial Management**

**POLICY NUMBER: PLCY-2022-0007**

**DATE: June 13, 2022**

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### **Policy Statement**

The Town of Halton Hills has implemented an Administrative Monetary Penalty System (AMPS) for the administration of various parking by-laws in effect in the Town.

Under the structure of Administrative Penalties, when an enforcement officer issues a penalty notice to a person or a vehicle in violation of the municipality's parking by-law, the penalty becomes a balance due to the municipality.

Any member of the public may file a complaint regarding the administration of the system.

### **Purpose**

The purpose of this document is to provide a standardized procedure regarding financial management and the reporting and tracking of administrative penalties, pursuant to the Town's Administrative Monetary Penalties By-law No. 2022-0002.

### **Procedures**

Following the issuance of a penalty notice, the vehicle owner is permitted to make a voluntary payment by using on of the following methods:

#### **On-line**

Visa or Mastercard is accepted at [www.haltonhills.ca/parking](http://www.haltonhills.ca/parking)

#### **In Person**

Cash or Debit card

Credit cards – Visa or Mastercard accepted

Personal Cheque/Money Order (include penalty notice number)

Overnight Drop Box (located at the main doors of Town Hall)

**By Mail**

Payable to the Town of Halton Hills

Personal Cheque/Money Order (include penalty notice number)

Payment is **not** considered made until received by the Town of Halton Hills. Sufficient time must be taken into consideration and accommodated for if payment is made by mail. Cash should **not** be sent by mail. Any payment that is received postdated or by way of installments will **not** be accepted. NSF cheques will be subject to an administrative charge.

**Town address – Town of Halton Hills****1 Halton Hills Drive****Halton Hills ON L7G 5G2****Administrative Fees**

In addition to the administrative penalty, the Town may impose administrative fees as follows:

<b>ITEM</b>	<b>FEE</b>
Hearing Non-appearance Fee	\$100.00
Late Payment Fee	\$25.00
MTO Search Fee	\$10.00
NSF Fee	\$40.00
Screening Non-appearance Fee	\$50.00

If a person makes a request for an extension of time for a review or a request for an extension of time for payment and the request is granted, the person will **not** be subject to a late payment penalty.

**Reporting and Tracking of Administrative Penalties**

Upon receipt of a penalty notice payment, Service Halton Hills staff will apply the payment to the specific penalty notice in the ticket management system connected to the point of sale terminal. The penalty notice will reflect a “payment” status.

Service Halton Hills staff will process the various methods of payment as follows:

**In Person**

Apply the various methods of payment to the penalty notice. The customer will be provided with a receipt of payment for their records.

**By Mail**

Apply the cheque/money order payment to the penalty notice. A receipt of payment will be mailed out upon request.

Any person may complete an on-line payment as follows:

**On-line**

Recipients of a penalty notice may go to [www.haltonhills.ca/parking](http://www.haltonhills.ca/parking). Receipts are printed by the recipient.

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