



MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: Susie Spry, Manager of Enforcement Services

DATE: June 13, 2022

MEMO NO.: ADMIN-2022-0011

SUBJECT: Administrative Monetary Penalty System (AMPS) - Policies

PURPOSE OF THE MEMORANDUM:

The purpose of Memorandum No. ADMIN-2022-0011 dated June 13, 2022 is to provide an overview of the policies that have been developed for the implementation of the AMPS program.

BACKGROUND:

On January 17, 2022 Council approved Report No. ADMIN-2022-0001 which recommended that a by-law be passed to establish an Administrative Monetary Penalty System (AMPS).

For the implementation of the AMPS program, staff have been working on necessary policies, procedures and by-laws, recruitment and training of staff, software implementation and development of a communications plan.

The following policies have been developed in order for staff to successfully begin the implementation of the AMPS program:

- Administrative Monetary Penalty – Conflict of Interest (Appendix A)
- Administrative Monetary Penalty - Extension of Time to Pay (Appendix B)
- Administrative Monetary Penalty - Extension of Time to Request a Review (Appendix C)
- Administrative Monetary Penalty – Financial Management (Appendix D)
- Administrative Monetary Penalty – Interference (Appendix E)
- Administrative Monetary Penalty – Public Complaints (Appendix F)

COMMENTS:

Under the authority of By-Law No. 2022-0002, staff will establish a System of Administrative Penalties using the above listed policies which will create an efficient process where penalty notices are issued, managed and reviewed.

The implementation of the AMPS program will improve customer experience and continue to develop efficiencies within staff processes.

CONCLUSION:

The implementation of the AMPS program will create one administrative penalty system for all by-laws to which administrative penalties may apply and may designate other by-laws to be applicable to the administrative penalty system as established in By-Law No. 2022-0002.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer