



CORPORATE POLICY MANUAL

Policy Name: Financial Management and Reporting for Administrative Monetary Penalties Policy	Policy Number: CP-2025-05
Adopted: June 11, 2025 (Date)	Division/ Department: Digital Government, Customer & Recreational Services
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Purpose

The purpose of this document is to ensure that all financial management and reporting requirements and responsibilities related to the Automated Speed/ Administrative Penalties Program conform with the legislated requirements set out in O.Reg 333/074 and all corporate policies for financial management and reporting.

Policy Statement

The Automated Speed/Administrative Penalties Program aligns with Council's Strategic Plan of improving citizen comfort levels and reducing safety concerns.

This Policy is to affirm that the Town of Midland's ASE/AMPS shall follow the existing policies and procedures related to financial management and reporting.

Definitions

For the purposes of this Policy:

Administrative Fee means any fee specified by By-law 2025-35;

Council means the Council of the Town;

Manager means Legal & Risk Program Manager, their delegate, or anyone designated by the Manager to perform duties pursuant to the ASE/AMPS Program;

Hearing Officer means a person who performs the functions of the Hearing Officer in accordance with section 6 and 7 of By-law 2025-35;

Penalty Notice means a notice given to a Person pursuant to Section 4 of By-law 2025-35;

Penalty Order means an order given to a Person pursuant to Section 5 of By-law 2025-35

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 licence 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 6 of By-law 2025-35.

Town means The Corporation of the Town of Midland.

Provisions

1. Application

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 ASE/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 of AMPS financial results, as well as efficiency and effectiveness measures of the AMPS Program and services.

2. General Financial Management and Reporting

Preparation of the Town's budget revolves around priority setting that reflects the Town's Strategic Plan, Council 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 Manager.

Through the process of current and capital financial management and reporting for AMPS, the finance Office shall;

- 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. These priorities are set out in the Town's service plans that translate key initiatives into specific action plans and funding requirements.
- d) Review and develop long-term plans for AMPS including 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 ASE/AMPS administration; and
- h) Comply with all Town procurement policies and procedures in regards to ASE/AMPS.

3. Payment of a Penalty Notice

Any person 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.

3.1 Methods of Payment

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

- a) Online using VISA, MasterCard or American Express as set out in the Penalty Notice or Penalty Order.

- b) Assisted on-line payments may be made in person at Customer Service at the following locations:
575 Dominion Avenue, Midland, ON L4R 1R2
- c) By Mail using cheque or money order only. The Penalty Notice or Penalty Order number must be written on the front of the cheque or money order and shall be made payable to the Town of Midland.

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 installments are not accepted. A fee will be applied for any non-sufficient funds, cancelled or reversed payment.

3.2 Processing Payments

Payments will be processed as follows:

a) Online

The Person enters their Penalty Notice or Penalty Order and related information into the system and makes a payment with their credit card information. The Person may print or email a receipt of payment as proof of payment for their records.

b) In Person

Apply the appropriate method of payment to the Penalty Notice or Penalty Order. The Person is provided with a receipt of payment for their records.

c) By Mail

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

Upon receipt of a Penalty Notice or Penalty Order payment, a Town employee will apply the payment to a specific Penalty Notice or Penalty Order in the designated system connected to the Town's Point of Sale terminals. The Penalty Notice or Penalty Order 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*.

3.3 Refund of Payment

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

4. Administrative Fees

Various Administrative Fees may be payable by a Person with a Penalty Notice or Penalty Order as set out in AMPS By-law 2025-35

5. Accountability

All persons responsible for administering the ASE/AMPS program shall be responsible for adherence to this Policy. Any individual shall bring any contravention of this Policy to the attention of the Manager.

References and Related Policies

Municipal Act, 2001

O. Reg. 333/07

Town of Midland By-law 2025-35

Review Cycle

This policy will be reviewed once per term of Council or as required based on revisions to corporate practices or governing legislation.