

Date:	27/05/2021
Refer to:	Not Applicable
Meeting Date:	June 14, 2021
Action:	null
Notes:	COW
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From: [magicdoor magicdoor](#)
To: [Ingrid Svelnis](#); [John Grant](#); [Ted Smith](#); [mike.jubb](#); [clare.doble](#); [Walter Schummer](#); [Cria Pettingill](#); [Lynn Campbell](#)
Cc: [Stefanie Stickwood](#); [Deena Hunt](#); [Maralee Drake](#); [Brock Clerks](#); [Sarah Beauregard-Jones](#)
Subject: Open Letter to Brock Council & Staff – Administrative Monetary Penalty System (AMPS)
Date: May 17, 2021 10:13:31 AM

Sent by Email To: Interim CAO Ingrid Svelnis – ingrid.svelnis@brock.ca , Appointed Mayor John Grant – john.grant@brock.ca , Regional Councillor Ted Smith – ted.smith@brock.ca , Ward 1 Councillor Mike Jubb – mike.jubb@brock.ca , Ward 2 Councillor Clare Doble – clare.doble@brock.ca , Ward 3 Councillor Walter Schummer – walter.schummer@brock.ca , Ward 4 Councillor Cria Pettingill – cria.pettingill@brock.ca , Ward 5 Councillor Lynn Cambell – lynn.campbell@brock.ca

C.C: Assistant to the CAO Stefanie Stickwood – stefanie.stickwood@brock.ca , Deputy Clerk Deena Hunt - deena.hunt@brock.ca , Deputy Clerk Maralee Drake – maralee.drake@brock.ca , Brock Clerks – clerks@brock.ca , ByLaw Supervisor Sarah Beauregard-Jones - sarah.beauregard-jones@brock.ca

From: Jay Yerema Weafer – Sunderland, Ontario – magicdoor@sympatico.ca

May 17, 2021

RE: An Open Letter to Brock Council & Staff – Administration Monetary Penalty System (AMPS)

Based on email information received on May 13, 2021 as a follow-up to my telephone call to Brock Township staff for a copy of the AMPS Business Report, it appears that no request was ever made for a formal AMPS Business Case review to justify the costs, benefits, and risks of implementing of an Administrative Monetary Penalty System (AMPS) in Brock Township.

Every member of Brock Council has made the decision to move forward with the implementation of AMPS based solely on verbal presentations from By-Law Enforcement Supervisor Sarah Beauregard-Jones. The most recent was at the May 10, 2021 Brock Council Meeting – Agenda Item #10.5.1.1 – Video Time: 1:56:33 – 2:49:33

The email stated that the current system for lesser by-law offences is ineffective, and there is a general acceptance that the implementation of the AMPS will reduce costs for residents in general. However, from my own experience with AMPS, I have serious concerns that Brock Councils' decision will increase the costs to taxpayers.

After watching the live recording of the May 10th Council meeting, I posted my thoughts on Facebook and I have copied this statement below for your information as well as listed several pertinent questions that I would like answered as soon as possible.

“By-Law Enforcement Supervisor Sarah Beauregard-Jones proposed Brock Township move away from using the POA Courts for by-law charges by implementing an ‘Administrative Monetary Penalty System’ (AMPS) system. This mechanism exists under the Municipal Act but is usually only used by large municipalities that produce 1000’s of tickets every day. I was shocked that only a couple of Council members asked questions, and there was no real discussion about whether or not ticket volumes would warrant the operational costs of implementing and maintaining a separate system. Plus there was no request for a Business

Plan, and no accountability for the management of complex new skills, new organizational positions, training, public communication/education, or the need for a new/modified technology platform to manage AMPS file processing, scheduling and hearings, etc.”

Key Questions:

1. Has there been any review of existing financial information and KPIs related to the enforcement and collection of penalties in Brock Township?

Including:

How many by-law infractions are issued each year?

How many parking tickets are issued annually?

What are the current revenue for by-law offences annually?

How many are paid-out voluntarily?

How many are outstanding?

How many are challenged in POA court?

Of those offences challenged in court, how many are convicted, suspended or dismissed?

How many By-Law enforcement personnel are employed by Brock?

How much time do Brock's By-Law staff spend in POA Court each year?

What are the associated costs with these court appearances?

What is the current loss for POA administration?

2. Has there been any formal reviews of comparable-sized municipalities that have implemented AMPS?

If yes, who are the municipalities? Have they been able to recover enough revenue through their By-Law enforcement program to cover the additional costs associated with administering AMPS?

If there has been no review conducted, why has this important step been ignored?

3. What are the projected costs for the primary investment for AMPS implementation and what information technology infrastructure is being considered?

Including:

The AMP System IT software and hardware costs.

Oversight of the AMPS IT acquisition and transition.

Policy and Procedure preparation.

By-law Fee Structures

External and Internal communication, recruitment, and training

Financial Systems and Collection Processes

Schedule and Booking System

Ticket Tracking and Notification System

AMP Instruction and Forms

Screenings and Hearing commencement

4. Has there been any type of business case that outlines the financial cost and benefit analysis comparing the current system against the proposed AMPS?

5. Has there been a risk analysis highlighting the key risks and mitigation strategies?

6. Has there been a gap analysis to identify the gaps in Brock's organizational capacity and technical support deficiencies?

7. What is projected budget to cover AMPS implementation costs including capital costs for the transition?

8. Will there be a public education and awareness campaign to ensure people understand the difference between an "offence with a fine" to a "notice with an administrative penalty"?

9. Will there be enough cost-recovery associated with an AMPS to create the structure necessary to cover additional employee costs, including both a Screening Officer and a Hearing Officer (even if those fees are reduced by contracting with an outside legal or paralegal firm on a fee-for-services basis)?

10. Who will be providing effective project management and oversight of the AMPS implementation, and will there be monthly progress/budget updates available to the public?

Thank you for your attention.

Jay Yerema Weafer