

Corporation of the Town of Hawkesbury

Recommendation to Council

N° : 2024_REC_58

File N°:

Date of meeting: December 9, 2024

Subject: Appointment of a Screening officer for the Administrative Monetary Penalties System

Recommendation

Whereas the Council has adopted on February 12, 2024, By-law N° 8-2024 for the Administrative monetary Penalty System (Administrative Penalty By-law), and;

Whereas the Council has adopted on February 12, 2024, By-law N° 9-2024 to establish the positions of Screening and Hearing Officers for the purpose of administering an Administrative Monetary Penalty System within the Town of Hawkesbury, and;

Whereas in accordance with the aforesaid Administrative Penalty By-law and applicable legislation, a person who receives a penalty notice shall have the right to request a screening review of the administrative penalty by a Screening Officer appointed by the Town, and;

Whereas the demand for sanction reviews has increased considerably and by appointing an additional review officer, several review requests could be settled on the same day, and ;

Whereas, in accordance with Policy No. DG-P-2024-01, Appointment of Screening and Investigation Officers - Administrative Monetary Penalty System (AMPS), review officers are appointed by the Clerk.

Be it resolved to appoint Amanda Léveillé as Screening Officer for the administration of the Administrative Monetary Penalty System, in accordance with Policy N° DG-P-2024-01, as recommended in document 2024_REC_58.

Explanation, history, context

At the February 12, 2024, meeting, By-laws N° 8-2024 and N° 9-2024 were adopted for the creation of the Administrative Monetary Penalty System and the creation of the

positions of Screening Officer and Investigation Officer for the purpose of administering the Administrative Monetary Penalty System.

Last July, the administration of the SAP system officially began. For the time being, Karl Parent and Robert Hryciuk are administering the system as Screening Officers. Since then, the demand for examinations, mainly due to the increase in parking tickets, has risen considerably.

In 2023, the number of parking tickets issued from July to the end of October more than doubled for the same period in 2024.

Number of parking tickets issued from July to October 2023: 173

Number of parking tickets issued from July to October 2024: 393

Number of requests for review: 62

We strongly believe that appointing a third officer would allow us to handle more files and even potentially settle some review requests, especially for parking, in the same day.

The average time for a review request is around one hour, and by appointing a third officer, it would allow us to divide up the tasks so that we could add a by-law officer on the road.

We recommend the appointment of Amanda Léveillé as an additional Screening officer for the administration of the Administrative Monetary Penalty System, in accordance with policy No. DG-P-2024-01.

Options/alternatives

1. N/A

Impact on budget

No budgetary impact.

Relevant studies

N/A

Supporting document

N/A

Communication plan

N/A

Department(s) involved

- By-law Department
- Clerk

Submitted and recommended by

Sonia Girard, Clerk November 20, 2024

Comments of the Chief Administrative Officer

Samuel Cardarelli, Chief Administrative Officer

Report Approval Details

Document Title:	2024_REC-58_appointment of Screening Officer ANG.docx
Attachments:	
Final Approval Date:	Dec 4, 2024

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Samuel Cardarelli was completed by workflow administrator Sonia Girard

Samuel Cardarelli - Dec 4, 2024 - 1:19 PM