

Staff Report

Presented By: Ed Melanson, Director, Fire Services

Meeting Date: August 11, 2026

Subject: Administrative Compliance System Pilot Report

Attachment(s): Huron Kinloss AMPS Report
POA Flowchart
AMPS Flowchart

Recommendation

That Council approve the development of an Administrative Compliance System pilot program for Council's consideration in the fourth quarter of 2025.

Report Summary

An Administrative Monetary Penalty System (AMPS) or Administrative Compliance System (ACS) provides an alternative framework that will enable Saugeen Shores to issue, review, and resolve minor By-law infractions through administrative processes, without the need for formal court proceedings and the associated costs. It is recommended to approve a pilot to investigate the merits to such a program on a limited scope.

Background/Analysis

AMPS / ACS is a system of administrative enforcement that allows municipalities to impose monetary penalties for specific By-law infractions outside the traditional court process. Instead of sending tickets to the provincial court for prosecution, minor violations are handled through a local administrative process. Offenders have the right to request a review or hearing before a designated municipal hearing officer, ensuring procedural fairness. Key characteristics of AMPS / ACS include:

- Removal of minor by-law disputes from the already over-burdened Provincial court system.
- Fiscally responsible.
- Timely resolution of infractions.
- Enhanced opportunities for education and voluntary compliance.
- A focus on fairness, transparency, and accessibility for all residents.

Administering minor penalties through AMPS / ACS is cost-effective. Municipalities retain administrative penalty revenues, unlike Provincial Offences Act (POA) fines, which are generally

shared with the Province. These funds can be reinvested in local enforcement and community initiatives. Moreover, the lower administrative burden leads to staff time and resource savings. Many Ontario municipalities have already adopted AMPS / ACS for parking and other by-law enforcement issues, reporting significant reductions in backlogs, improved compliance, and positive feedback from residents. AMPS aligns with the Province's goal of modernizing municipal enforcement and is supported by legislative frameworks such as the Municipal Act, 2001.

It is proposed that the pilot is limited to fire service-related offences and property standards By-law infractions to evaluate the process and effectiveness. A report will return to Council in Q4 that outlines the details of the proposed pilot. The pilot will run for a period of two years (2026-2027) where a fulsome report will be considered by Council to expand, maintain, or retract the program.

Linkages

- Strategic Plan Alignment: Pillar 1: Meeting the Needs of a Growing Community
- Business Plan Alignment: Fire Services Major Initiative

Financial Impacts/Source of Funding

No costs or revenue is associated with this report.

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