



Prevention of Political Interference in the Administrative Monetary Penalty System (AMPS)

Policy Number:	2025-04
Approval Date:	February 10, 2025
Revision Date(s):	N/A
Approval Authority:	Director of Legislative Services

1. Purpose

This Policy is to prevent political interference in the administration of the Administrative Monetary Penalty Systems (AMPS).

In accordance with Ontario Regulation 333/07, the Town is required to establish a policy for the prevention of political interference in the AMPS.

2. Policy Principles

This Policy defines what constitutes political interference in relation to the AMPS, to ensure the responsibilities of the Screening Officers and Hearing Officers are conducted in accordance with fundamental principles of justice, which include decision making and procedural independence, fairness, impartiality and integrity, without any political interference.

3. Definitions

For the purposes of this Policy, the following terms are defined in accordance with the Administrative Monetary Penalty By-law 2025-003 and the Screening and Hearing Officer By-law 2025-004.

- **Administrative Fee:** means any fee specified in Administrative Monetary Penalty By-law 2025-003, as may be amended from time to time or set out in the Town's Fee's and Charges By-law;

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- **Administrative Penalty:** means an administrative penalty established by by-law and set out in the attached Schedules of the Administrative Monetary Penalty By-law 2025-003 for a contravention of a Designated By-law;
- **AMPS:** means Administrative Monetary Penalty System;
- **Council:** means the Council of the Town;
- **Director:** means the Director of Legislative Services for the Town or their designate;
- **Hearing Officer:** means a person who performs the functions of a Hearing Officer in accordance with part 6 of the Town's Administrative Monetary Penalty By-law 2025-003, and pursuant the Town's Screening and Hearing Officer By-law 2025-004;
- **Hearing Review:** means the process set out in part 6 of the Town's Administrative Monetary Penalty By-law 2025-003;
- **Manager:** means the Manager responsible for the By-law Services Division or their designate;
- **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 Penalty Notice, or vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and licence 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 part 5 of the Town's Administrative Monetary Penalty By-law 2025-003, and pursuant the Town's Screening and Hearing Officer By-law 2025-004;
- **Screening Review:** means the process set out in part 5 of the Town's Administrative Monetary Penalty By-law 2025-003;
- **Town:** means the Corporation of the Town of Collingwood.

4. Scope

This Policy applies to all Members of Council and all Town officials and staff involved in the administration of AMPS.

In regard to Members of Council, this Policy should be read and interpreted within the context of prevailing Provincial legislation (including, without limitation, the *Municipal Conflict of Interest Act*) and the Council Code of Conduct, including its related policies, procedures and guidelines.

5. Policy

5.1. Principles of Preventing Political Interference

- i. No Person shall attempt, directly or indirectly, to communicate with employees or other persons performing duties related to the administration of the AMPS for the purpose of influencing or interfering, financially, politically or otherwise, with the administration of the AMPS program.
- ii. No Person shall attempt, directly or indirectly, to communicate with employees or other individual performing duties related to the administration of AMPS for the purpose of influencing or interfering in, financially, politically or otherwise the administration of AMPS or any particular Penalty Notice.
- iii. All individuals involved with the enforcement and administrative functions of the AMPS program shall carry out such duties in a manner which upholds the integrity of the administration of justice.

5.2. Implementation

- i. All Members of Council shall be provided with a copy of this Policy.
- ii. This Policy shall form part of the orientation for all Members of Council at the start of a new term of Council, as well as all current and new municipal officials and staff, with the potential for interaction with the AMPS program.
- iii. This Policy shall form part of the orientation for all current and new Screening Officers and Hearing Officers and AMPS administration staff.

5.3. Accountability

- i. Any interference with the AMPS by an individual may result in charges under the Criminal Code of Canada, Provincial Statute or other disciplinary action.
- ii. Any interference with the AMPS by a Member of Council may be considered a Council Code of Conduct violation.
- iii. A Screening Officer or Hearing Officer, Town employee or another individual performing duties related to the AMPS under this Policy shall report any attempt at political influence or interference, pecuniary, political or otherwise, to the Director. No action shall be taken against the employee or other person(s) for making any such report in good faith.
- iv. Where any employee, Screening Officer, Hearing Officer or other person performing duties related to the AMPS, is contacted by a Member of Council or Town official with respect to the administration of the AMPS, they shall immediately disclose such contact to the Director in order to maintain the integrity of the AMPS.
- v. A Screening Officer or Hearing Officer shall disclose any actual, potential or perceived political interference as soon as possible to the Director.

5.4. Administration and Contact

- i. This Policy shall be administered by the Director of Legislative Services. Procedures may be defined, and amended from time to time, by the Director to address specific implementation of this Policy.
- ii. A public complaint may be submitted:
 1. Electronically using the approved form available at www.collingwood.ca/amps
 2. By emailing clerk@collingwood.ca, or
 3. In writing addressed to:
Town of Collingwood
Attention: Director of Legislative Services
97 Hurontario Street

Collingwood, Ontario
L9Y 3Z5

- iii. The Director shall have the authority to amend or revise this policy from time to time as may be required.

6. Roles and Responsibilities

All elected Members of Council, as well as Town of Collingwood officials and staff, shall be responsible for adherence to this policy.

A Screening Officer or Hearing Officer, Town employee or another individual performing duties related to the AMPS under this Policy shall be responsible for reporting to the Director:

- any attempt at political influence or interference, pecuniary, political or otherwise, to the Director;
- any contact by a Member of Council or Town official with respect to the administration of the AMPS; or,
- any actual, potential or perceived political interference.

The Director, or designate, unless otherwise noted, shall be responsible for addressing any reported actual, potential or perceived political interference.

7. References and Related Documents

The following documents relate to and support this policy:

- *Municipal Act, 2001*, S.O. 2001, c. 25
- Ontario Regulation 333/07 (Administrative Penalties)
- Town of Collingwood Administrative Monetary Penalty By-law 2025-003
- Town of Collingwood Screening and Hearing Officer By-law 2025-004
- Employee Code of Conduct
- Council Code of Conduct

8. Consequences of Non-Compliance

In cases of Policy violation, the Town may investigate and determine the appropriate corrective action(s) in accordance with the applicable policy, including but limited to the

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Council Code of Conduct, Employee Code of Conduct, and/or Employee Disciplinary Policy. Non-compliance of a Hearing Officer may include suspension or termination.

9. Review Cycle

This Policy shall be reviewed by the Manager every term of Council, or earlier as necessary.