

	<b>Policy:</b>	<b>Administrative Monetary Penalties System Prevention of Political Interference Policy</b>		
	<b>Department:</b>	<b>Clerk</b>		
	<b>Administered By:</b>	<b>Clerk's Office</b>	<b>Effective Date:</b>	
	<b>Replaces:</b>	<b>N/A</b>		
	<b>Attachment(s):</b>	<b>N/A</b>		

## POLICY STATEMENT

This policy defines what constitutes political interference in relation to the Administrative Monetary Penalties System (AMPS) program. This policy is to ensure the responsibilities of the Screening 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.

## PURPOSE

The policy applies to members of Council, committees, employees, volunteers, contractors, and consultants with the Town of Carleton Place. It is intended to prevent political interference in the administration of the AMPS.

## DEFINITIONS

**“AMPS By-law”** means the Administrative Monetary Penalties Systems By-law adopted by the Town, as amended or replaced from time to time

All other capitalized terms used in this Policy have the meanings ascribed to them in the AMPS By-law.

## SCOPE

This policy applies to all Screening Officers, Hearing Officers and all Town staff involved in the administration of the AMPS program.

## **POLICY**

Regarding members of Town of Carleton Place Council, this policy should be read and interpreted within the context of prevailing provincial legislation (i.e., Municipal Conflict of Interest Act) and the Code of Conduct for Council, including its related policies, procedures, and guidelines.

### **Principles of Preventing Political Interference**

No person shall attempt, directly or indirectly, to communicate with employees or other persons performing duties related to the administration of AMPS for the purpose of influencing or interfering, financially, politically, or otherwise, with the administration of the AMPS program or any Penalty Notice.

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.

### **Accountability**

Attention is brought to the fact that any interference with the AMPS program may result in charges under the Criminal Code of Canada, Provincial statute, or other disciplinary action.

A Screening or Hearing Officer, employee or other person performing duties related to the AMPS program under this policy shall report any attempt or perceived attempt to political influence or interference, financial, political, or otherwise, to the Clerk. No action shall be taken against the employee or other person(s) for making any such report in good faith.

Where any employee, Screening Officer, Hearing Officer, or other person performing duties related to the AMPS program, is contacted by a member of Council with respect to the administration of the AMPS program, they shall immediately disclose such contact to the Town Clerk to maintain the integrity of the AMPS program.

A Screening Officer or Hearing Officer shall disclose any actual or perceived political interference as soon as possible to the Town Clerk.

This policy does not prevent a Screening Officer or Hearing Officer from seeking and receiving advice from an appropriate member of Town staff.

## **COMPLIANCE**

In cases of Policy violation, the Town may investigate and determine appropriate corrective action.

## **POLICY COMMUNICATION**

This Policy shall be posted on the Town's website. Members of Council and the Town's committees shall be provided with a copy of this Policy. Employees shall be advised of the new Policy via distribution to Human Resources. This Policy shall form part of the orientation for all new Councils, Screening Officers, Hearing Officers and AMPS enforcement and administration employees.

## **RELATED DOCUMENTS/LEGISLATION**

- Municipal Freedom of Information and Protection of Privacy Act
- AMPS By-law