

Administrative Policy Name	Administrative Monetary Penalty System – Prevention of Political Interference	Administrative Policy Number	P-COR-014
Effective Date	July 14, 2025	Revision Date	
Approved By	Council		
Related Administrative Procedure or Policy	Monetary Penalty System–Conflict of interest Monetary Penalty System – Financial Management and Reporting Monetary Penalty System – Public Complaints Monetary Penalty System – Extension of Time to Pay Monetary Penalty System – Extension of Time to Request a Review Monetary Penalty System – Undue Hardship		

1. Intent

- 1.1 The Township has implemented an Administrative Monetary Penalty System (**AMPS**).
- 1.2 The purpose of this Policy is to define, identify, minimize and restrict opportunities for political interference in the administration and enforcement of the **AMPS** program that upholds integrity and fairness.
- 1.3 This Policy is not intended to prevent or limit the ability of an individual to request information about the **AMPS** program or its implications for the Township.

2. Scope

- 2.1 This administrative policy applies to all **Screening Officer(s), Hearing Officer(s), staff and elected officials**.

3. Definitions

- 3.1 For the purposes of this Policy:

“**Administrative Penalty**” means an administrative monetary penalty for a contravention of a Township By-law;

“**AMPS**” means Administrative Monetary Penalty System;

“**Clerk**” means the Clerk for the Township of Centre Wellington, or any person designated by the Clerk;

“**Elected Official**” includes a member of Township Council, or a member of a local board, including a member of a joint board if that member is appointed by Council to the joint board and any member of a Township Committee;

“**Hearing**” means a review of a decision of a **Screening Officer**;

“**Hearing Officer**” means a person who performs the functions of a Hearing Officer in accordance with the Township’s **AMPS** By-laws;

“**Screening Officer**” means a person who performs the functions of a Screening Officer in accordance with the Township’s **AMPS** By-laws;

“**Screening Review**” means a review of an **administrative penalty** by a **Screening Officer**.

4. Application

4.1 Principles of Preventing Political Interference

- (a) No person shall attempt to communicate, interfere with or influence, whether directly or indirectly, staff, **Screening Officer(s)**, **Hearing Officer(s)** or other individuals involved in the administration or enforcement of the **AMPS** program or in decisions related to an **administrative penalty**, except for individuals or their authorized representatives who are entitled to be heard during a **Screening Review** or **Hearing**.
- (b) All individuals involved in the administration and enforcement of the **AMPS** program shall perform their duties in accordance with the fundamental principles of natural justice, which includes judicial independence, fairness, impartiality, competence and integrity.

4.2 Reporting

- (a) If an employee, **Screening Officer**, **Hearing Officer** or other person responsible for the administration and enforcement of the **AMPS** program is contacted and suspects that the contact might involve political interference, they shall immediately report the incident to the **Clerk**.
- (b) No action shall be taken against a person who reports a potential instance of political interference in good faith.
- (c) Upon receiving an allegation or disclosure of political interference:
 - i) regarding an **election official**, the **Clerk** shall request the Township’s Integrity Commissioner to investigate the issue as a potential violation of the Township’s Code of Conduct for Council Members and Members of Local Boards; or

- ii) regarding an employee, the **Clerk** shall request the Chief Human Resources Officer to investigate the issue as a potential violation of the Employee Code of Conduct.
- (d) The Township's Integrity Commissioner will take any appropriate actions within their assigned powers and duties, including investigating the matter and providing recommendations to Township Council.
- (e) Any interference with the **AMPS** program may result in charges under the Criminal Code of Canada, provincial statute or other disciplinary action.

4.3 Accountability

- (a) All **elected officials, Screening Officers, Hearing Officers** and staff involved in the administration and enforcement of **AMPS** program shall comply with the requirements of this Policy.

5. Implementation

- 5.1 All **elected officials, Screening Officer(s), Hearing Officer(s)**, and staff responsible for the administration and enforcement of the **AMPS** program shall be provided with a copy of this Policy.
- 5.2 This Policy shall form part of the orientation for all:
 - (a) **elected officials** at the start of a new term of Council;
 - (b) staff responsible for the administration and enforcement of the **AMPS** program; and
 - (c) **Screening Officer(s) and Hearing Officer(s)**.