



Town of Wasaga Beach

Policy Manual

SECTION NAME: Protection to Persons & Property	POLICY NUMBER: 5-8
POLICY; Administrative Monetary Penalty System- Interference Policy	REVIEW DATE: May 15, 2030
EFFECTIVE DATE: May 15, 2025	REVISIONS:
ADMINISTERED BY: Municipal Law Enforcement Division	

1. PURPOSE

- 1.1 The purpose of this Policy is to prevent political interference of any kind in the administration of the AMPs program, and to minimize and restrict opportunities for political interference, intentionally or unintentionally.
- 1.2 This policy defines what constitutes political interference in relation to the AMPS program, 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 interference.
- 1.3 In accordance with the Municipal Act, 2001, O. Reg. 333/07, the Town is required to develop a Policy for the prevention of political interference in AMPS.

2. SCOPE

- 2.1 This Policy applies to all elected Members of Council of the Corporation of the Town of Wasaga Beach, as well as Town of Wasaga Beach Officials, employees, and contractors to the Town.

- 2.2 All persons involved with the enforcement and administration functions of the AMPS program shall endeavor to carry out such duties in a manner, which upholds the integrity of the administration of justice.

3. POLICY

3.1 Principles of Preventing Political Interference

- a) No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, with employees or other persons performing duties related to the administration of AMPs;
- b) No person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, a Screening Officer or Hearing Officer respecting the determination of an administrative penalty matter and/or respecting a delegated power of decision in a proceeding that is or will be pending before the Screening Officer or Hearing Officer, except a person who is entitled to be heard in a Screening Review or Hearing Review;
- c) If someone attempts to influence a Screening Officer, Hearing Officer or employee or any other person engaged in the administration of the AMPS program, contrary to the rules above, the Screening Officer, Hearing Officer or employee, as the case may be, shall report the incident to the General Manager of Legislative and Development Services as soon as possible. No action will be taken against a Screening Officer or Hearing Officer for making any such report in good faith.

3.2 Accountability

- a) Where any employees, Screening Officer, Hearing Officer or other person performing duties related to AMPS, is contacted by a member of Council or Town Official with respect to the administration of AMPS, he or she shall immediately disclose such contact to the General Manager of Legislative and Development Services in order to maintain the integrity of AMPS;
- b) A Screening Officer or Hearing Officer shall disclose any actual, potential or perceived political interference as soon as possible to the General Manager of Legislative and Development Services;
- c) Cases involving members of Council will be referred to the Integrity Commissioner for their review and report;
- d) Proceedings before a Hearing Officer shall be subject to the *Statutory Powers Procedures Act*;
- e) This Policy does not prevent a Screening Officer or Hearing Officer from seeking and receiving advice from an appropriate member of Town staff;

- f) Any interference with or attempt to interfere with AMPs by any person may result in charges under the Criminal Code of Canada, as applicable, or any other applicable law, in addition to any disciplinary action.

3.3 Implementation

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

4. POLICY ADMINISTRATION AND REVIEW

- 4.1 This Policy will be reviewed as required, but in any case no later than five (5) years from the date of the most recent review.
- 4.2 This Policy shall be administered by the General Manager of Legislative and Development Services.

5. REFERENCE AUTHORITIES

- Municipal Act, 2001
- Ontario Regulation 333/07 (Administrative Penalties)
- Council Code of Conduct
- AMPS Parking By-law 2025-17, as amended
- AMPS Non Parking By-law 2025-18, as amended