



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

CORPORATE POLICY – AMPS-001

DEPARTMENT:	Legislative Services
POLICY:	Prevention of Political Interference in The Administrative Monetary Penalty System (AMPS)
APPROVAL:	Director of Legislative Services/Clerk
EFFECTIVE DATE:	March 10, 2025

1. PURPOSE

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

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

2. POLICY PRINCIPLES

This policy defines what constitutes political interference in relation to 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.

This policy applies to all elected Members of Council, as well as other Town of Shelburne officials and staff in relation to their interaction with AMPS and Members of Council.

In regard to Members of Council, this policy should be read and interpreted within the context of prevailing provincial legislation (i.e., [Municipal Conflict of Interest Act](#)) and the [Council Code of Conduct](#), including its related policies, procedures and guidelines.

3. DEFINITIONS

AMPS means the Administrative Monetary Penalty System;

Town means The Corporation of the Town of Shelburne;



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Clerk means the Director of Legislative Services/Clerk, or their delegate, or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;

Council means the Council of the Town of Shelburne;

Hearing Officer means a person who performs the functions of a Hearing Officer in accordance with section 9 of By-law 09-2025;

Hearing Review means the process set out in section 8 of By-law 09-2025;

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 vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and license plate portion, and different persons are named on each portion, the person whose name appears on the license plate portion, as provided by the Ontario Ministry of Transportation, is the person for the purposes of this policy;

Screening Review means the process set out in section 7 of By-law 09-2025;

Screening Officer means a person who performs the functions of a Screening Officer in accordance with section 9 of By-law 09-2025.

4. POLICY

4.1 Principles of Preventing Political Interference

- (a) 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;
- (b) No person shall attempt, directly or indirectly, to communicate with employees or other individuals 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;



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- (c) 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.

4.2 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 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; and
- (c) This policy shall form part of the orientation for all current and new Screening Officers, Hearing Officers and AMPS administration staff.

4.3 Accountability

- (a) Any interference with AMPS by an individual may result in charges under the Criminal Code of Canada, Provincial Statute or other disciplinary action;
- (b) Any interference with AMPS by a Member of Council may be considered a Council Code of Conduct violation;
- (c) A Screening Officer or Hearing Officer, Town employee or another individual performing duties related to AMPS under this policy shall report any attempt at political influence or interference, pecuniary, 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;
- (d) Where any employee, 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 Clerk in order to maintain the integrity of AMPS; and
- (e) A Screening Officer or Hearing Officer shall disclose any actual, potential or perceived political interference as soon as possible to the Clerk.



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5. ADMINISTRATION AND CONTACT

This policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the Clerk to address specific implementation of this Policy.

Cross References

[Municipal Act, 2001](#)

[Ontario Regulation 333/07](#) (Administrative Penalties)

Town of Shelburne AMPS Bylaw #09-2025

[Council Code of Conduct Bylaw #03-2016](#)

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