



## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Linda Jean, Deputy Clerk

**Department:** Council Services

**Date of Report:** February 18, 2020

**Report Number:** CL-04-2020

**Subject:** Administration of Corporate Policies – AMPS Program

---

### **Recommendation**

That the report of the Deputy Clerk dated February 18, 2020 (CL-04-2020) regarding the Administration of Corporate Policies for the Administrative Monetary Penalty System (AMPS) BE RECEIVED; and that the draft Political Interference in the Administrative Monetary Penalty System (AMPS) policy, draft Conflict of Interest in Relation to the Administration of the Administrative Monetary Penalty System (AMPS) policy, draft Financial Control and Reporting in Relation to the Administrative Penalty System (AMPS) policy, and the draft Public Complaints Respecting Administration of the Administrative Penalty System (AMPS) policy BE APPROVED as presented.

### **Report**

On February 26, 2019, Council approved the establishment of an Administrative Monetary Penalty System (AMPS) as it relates to parking and other municipal by-laws.

Section 7 of Ontario Regulation 333/07 passed under the *Municipal Act*, 2001 requires that a Municipality shall develop standards relating to the administration of the AMPS program, which include:

- policies and procedures to prevent political interference in the administration of the system;
- guidelines to define what constitutes a conflict of interest in relation to the administration of the system, to prevent such conflicts of interest and to redress such conflicts should they occur;
- policies and procedures regarding financial management and reporting; and

- procedures for the filing and processing of complaints made by the public with respect to the administration of the system

A summary of each proposed policy is provided below and draft policies are attached for Council's review and comments.

### **Political Interference with the AMPS programs**

The purpose of this policy is to ensure the AMPS program is conducted in a fair and independent manner without political interference. It prohibits communication with a person performing duties related to the administration of AMPS for the purpose of influencing or interfering with the administration of AMPS; and requires all persons involved with the enforcement and administrative functions of AMPS to carry out such duties in a manner which upholds the fundamental principles of justice.

### **Conflict of Interest in Relation to the Administration of the AMPS program**

This policy sets out requirements relating to Screening Officers, Hearing Officers, members of Council, and Town employees in order to prevent actual, potential and perceived conflicts of interest and to ensure the AMPS program is conducted in accordance with the fundamental principles of justice.

### **Financial Control and Reporting in Relation to the AMPS program**

The purpose of this policy is to provide accurate financial management and reporting responsibilities in relation to the AMPS program and outlines the methods of payment related to AMPS.

### **Public Complaints Respecting Administration of the AMPS program**

The purpose of this policy is to provide a process to address public complaints regarding the administration of AMPS and to ensure AMPS remains an open, accessible responsive, accountable, transparent, efficient and effective system.

These policies once passed will be added to the Town's policy manual and posted on the Town's website.

### **Consultations**

Staff from Council Services, Legal Counsel and Finance have collaborated and have provided feedback regarding the policies discussed in this report.

## **Financial Implications**

Not applicable.

## **Prepared By:**

A handwritten signature in cursive script, appearing to read "L. Jean", written in black ink.

Deputy Clerk

Linda Jean

## Link to Strategic Priorities

	Expanding and diversifying our assessment base
Yes	Effectively communicating the activities and interests of the Town
Yes	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

## Communications

	Not applicable
Yes	Website
Yes	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

**Report Approval Details**

Document Title:	Administration of Corporate Polices - AMPS Program.docx
Attachments:	<ul style="list-style-type: none"><li>- Policy - Prevention of Political Interference in the Administrative Monetary Penalty System.docx</li><li>- Policy - Conflict of Interest in Relation to the Administration of the Administrative Monetary Penalty System (AMPS).docx</li><li>- Policy - Financial Control and Reporting Policy.docx</li><li>- Policy - Public Complaints Respecting Administration of the AMPS program.docx</li></ul>
Final Approval Date:	Feb 27, 2020

This report and all of its attachments were approved and signed as outlined below:



Director, Council Services/Clerk

Agatha Robertson



Chief Administrative Officer

Joe Milicia