



The Corporation of Town of New Tecumseth

Political Interference - Automated Speed Enforcement

Procedure Type: Operating Procedure

Procedure Category: Corporate

Operating Procedure No.: AC-OP-001-2025

Name of Dept: Clerks/Administration Dept

Policy Reference No.: Resolution #2025-192

Status: Current

1. **Purpose:**

The purpose of this Operating Procedure (OP) is to outline procedures for all Screening Officer employees to disclose any political interference to maintain the integrity of the municipality's Automated Speed Enforcement Program (ASE).

2. **Scope:**

This policy applies to all Screening Officers and any other administrative staff performing Automated Speed Enforcement duties and responsibilities for the Municipality.

3. **Definitions:**

"Political Interference" means a member using the influence of their office or appointment for any purpose other than the exercise of his or her official duties in the public interest. For clarification, this further means a member using the status of their position to influence the decision of another person to the private advantage or non-pecuniary interest of themselves, their parents, children or grandchildren, spouse or friends or associates or for the purpose of creating a disadvantage to another person or for providing an advantage to themselves.

"Municipality" means the Corporation of the Town of New Tecumseth;

"Member" means a Member of the Council for the Municipality or a member of a local board, including a member appointed as a joint member;

"Screening Officer" means a person mentioned in subsection 10 (2) of O. Reg.355/22, employed by the Municipality to review administrative penalties;

"Supervisor" means the Supervisor, Municipal Law Enforcement for the Municipality or their designate.

4. Procedures:

4.1 A Screening Officer and Supervisor shall be familiar with the Municipality's Code of Conduct for Members of Council and Local Board Policy No. AD-POL-2021-01 and the Council and Staff Relationship Policy No. AC-001-2019, as amended from time to time.

4.2 Should a Screening Officer discover they are in political interference situation, the Screening Officer shall notify their Supervisor and follow steps in the Code of Conduct for Members of Council and Local Boards Policy No. AD-POL-2021-01, Section 19 (Complaint Protocol), as amended from time to time.

4.3 If a Screening Officers is unsure that the action amounts to a political Interference, they should discuss the matter with their immediate Supervisor to determine next steps, if necessary.

4.4 Nothing in this procedure or any policy for the automated speed enforcement program prevents a member from requesting a screening or hearing for a penalty order issued in their name.

5. Documentation and Forms:

AD-POL-2021-01: Code of Conduct for Members of Council and Local Boards Policy
AC-001-2019: Council and Staff Relationship Policy

6. Records:

Records will be maintained in accordance with the Municipality's Records Management Program Policy No. AC-POL-005-2020 and the Records Retention Schedule.

Approved By:

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Department:

Clerks/Administration Dept

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Status:

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