



## The Corporation of the Township of Huron-Kinloss

### Policy

Section: 5.0 General

Policy: Administrative Monetary Penalty System Public Complaints

By-Law: Administrative Monetary Penalty System

Date: 4 March 2024

Revision: N/A

#### Coverage:

This policy is intended to address any public complaint regarding the administration of the Administrative Monetary Penalty System (AMPS) program.

#### Policy Statement:

This policy applies to complaints made by the public with respect to the administration of the AMPS program. This applies to all procedural actions and functions of Township employees and other persons responsible for the administration of the AMPS program.

In accordance with Ontario Regulation 333/07, the Township is required to establish a Policy for procedures for filling and processing of complaints made by the public with respect to the AMPS program.

#### Legislative Authority:

- Ontario Regulation 333/07
- Municipal Act, 2001

#### Contents:

Public complaints regarding the AMPS program will be subject to the Township of Huron-Kinloss Public Complaint Procedure.

Complaints must be made in writing and must identify the name and full contact particulars of the complainant. A complaint must be submitted within 30 days of the date of the event for which the complaint is being made. Anonymous complaints will not be addressed.

The official records relating to this public complaint resolution mechanism will be managed by the Clerk according to the Township's Records Retention Policy and the Municipal Freedom of Information and Protection of Privacy Act.

For clarification purposes, this Policy does not cover the following:

Any public complaints regarding the validity of a statute, regulation or by-law or constitutional applicability or operability of any statute, regulation or by-law will not be processed through this policy.

This policy is not intended to replace other specific Township policy/procedures and legal processes available to the public to address public concerns.