



Hearing Officer Contract for Services

The Town of Pelham and the Township of Wainfleet are seeking qualified individual(s) to provide contracted Hearing Officer services. This contract calls for experienced individual(s) who are available to work on an as-needed basis, approximately 1-2 days per month on average. Please note that the volume of work varies and that hours are not guaranteed.

The Hearing Officer will review decisions made by Screening Officers in relation to monetary penalties issued as part of the Pelham and Wainfleet Administrative Monetary Penalty System (AMPS) for both parking and non-parking violations. In this capacity, the duties of the Hearing Officer include:

- Conduct hearings in accordance with the *Statutory Powers Procedure Act*, ensuring equal access, fair treatment and due process for all parties. Hearings will be held in person unless circumstances warrant or require an electronic proceeding.
- Make final and binding decisions, which are independent and free from outside influence, to confirm, vary or cancel administrative penalties as permitted under the applicable AMPS by-law and associated policies, procedures and guidelines.

The volume of work may increase if Pelham and/or Wainfleet establishes an Automated Speed Enforcement program under the *Highway Traffic Act* and O. Reg. 355/22. Additional details will be provided as they become available.

The terms of service, including contract duration, insurance requirements, and compensation, will be formalized in an agreement signed by the Hearing Officer and the two municipalities.

Compensation

The Hearing Officer will be compensated based on a full-day (up to 7 hours of hearing attendance) or half-day (up to 3.5 hours of hearing attendance) rate. This rate will be inclusive of hearing preparation, hearing attendance, decision issuance, incidental and travel expenses (when applicable) and will be negotiated during the interview process based on the applicant's experience.

For virtual hearings that do not meet the threshold for a half-day, an hourly rate may be considered and negotiated during the interview process.

Rates may be adjusted based on individual qualifications and will be confirmed through the interview process. All rates are subject to HST.

Eligibility Requirements

The successful applicant(s) must be independent of Pelham and Wainfleet and free of any conflict of interest with either municipality. Additionally, the successful applicant(s):

- Must not have been convicted of an offence under any federal or provincial statute, for which a pardon has not been granted, within the last ten (10) years; or
- Must not have any outstanding penalty notices, citations, orders or tickets under any by-law of Pelham or Wainfleet or be otherwise indebted to either municipality (e.g. non-payment of property taxes, etc.);
- Cannot be a current Pelham or Wainfleet employee; or
- Must not be or have been, within the last three (3) years, a member of Council for Pelham or Wainfleet.

Additional Requirements

- Demonstrated knowledge of and experience with adjudicative processes, including conducting trials or hearings for established tribunals or court.
- Formal post-secondary education in Law Enforcement, Administrative Law, Public Administration, or other applicable field of study.
- Training courses offered by Society of Ontario Adjudicators and Regulators (SOAR) or similar organization, or an equivalent combination of education and experience.
- Experience in interpreting and applying appropriate legislation, including municipal by-laws, the *Municipal Act, 2001*, the *Provincial Offences Act* and the *Statutory Powers Procedure Act*.
- Analytical skills, including formulating reasoned decisions and communicating them clearly and effectively, both verbally and in writing.
- Demonstrated respect for diversity, equity and inclusivity in maintaining a fair and transparent process for all persons.
- Excellent communication skills (verbal, written and presentation), and highly effective leadership and facilitation abilities.
- Ability to deal courteously and effectively with staff, appellants, legal representatives, and the public.
- Good organizational, time management and interpersonal skills.
- Demonstrated knowledge in use of computer software including Microsoft Office Suite (Word, Excel).



- Flexibility to provide services on an as-needed basis (approximately 1-2 days per month). Hearing schedules will be determined in consultation with municipal staff.

Application Instructions

If you are interested in this opportunity, send an expression of interest with your qualifications in a cover letter and resume to hr@pelham.ca by **4:30 PM on March 25, 2025**.