



**THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON
CORPORATE & LEGISLATIVE SERVICES**

**REQUEST FOR APPLICATIONS
HEARING OFFICER**

The Township of Centre Wellington invites applications for the contracted service position of Hearing Officer for the Township's Administrative Monetary Penalty System (AMPS).

The Hearing Officer is a Council-appointed independent adjudicator who provides a second, independent, and final decision in the Administrative Penalty Program appeal process. Hearing Officers are independent adjudicators and are not Township employees. Unless revoked, appointments are for the term of Council, or the remainder of the term if appointed mid-term, and thereafter until reappointed or until a successor is appointed.

Initially, this role will focus on parking contraventions, however the Township expects to expand the Administrative Penalty Program to other matters in future.

Summary of the Role

As a Council-appointed Hearing Officer under Ontario Regulation 333/07, the Hearing Officer acts in a quasi-judicial manner reviewing decisions made by Screening Officers in relation to municipal by-law penalties issued as part of the Township's Administrative Monetary Penalty System. The Hearing Officer must be familiar with municipal law and adjudicative procedures and is responsible for determining whether to affirm, vary, or cancel penalty decisions.

The Hearing Officer will be responsible for:

- making rulings and issuing oral and written decisions relating to the AMPS by-law that are independent and free of outside influence, limited to affirming, varying, or cancelling Administrative Monetary Penalties and/or extending the time to pay Administrative Monetary Penalties;
- reviewing case documentation in accordance with the AMPS by-law and associated policies, procedures, and guidelines;
- conducting hearings in accordance with the Statutory Powers and Procedure Act, while ensuring equal access, fair treatment, and due process for all parties;
- conducting hearings virtually or in person, with most hearings anticipated to be virtual and in-person hearings approved by the Clerk on a case-by-case basis where a need has been demonstrated;
- attending and conducting hearings on the same day every month for the duration of the contract; and
- regularly reviewing and complying with all applicable by-laws, policies, procedures, guidelines, legislation, and regulations.

The decisions of the Hearing Officer are deemed final. The Hearing Officer has no authority to consider questions relating to the validity of any statute, regulation, or by-law, or the constitutional applicability or operability of any statute, regulation, or by-law.

Eligibility Criteria

The following persons are not eligible to be appointed or remain as Hearing Officer:

- a member of Council;
- a relative of a member of Council;
- an employee of the Township; or
- a person indebted to the Township.

For this purpose, "relative" includes spouse, parent, child, step-child, grandchild, grandparent, siblings and children of siblings, aunt, uncle, niece, nephew, in-laws, and any person who lives with the person on a permanent basis.

Qualifications and Experience

Applicants should demonstrate the following:

- membership in the Society of Ontario Adjudicators and Regulators and/or the Law Society of Ontario is preferred;
- post-secondary diploma or degree in a related discipline, and/or an equivalent combination of education and experience;
- knowledge and experience with adjudicative processes, including conducting trials and/or hearings for a provincial tribunal or court;
- knowledge of, and experience interpreting and applying, applicable legislation including municipal by-laws, the Municipal Act, the Provincial Offences Act, the Statutory Powers and Procedure Act, and the Ontario Building Code;
- knowledge of access to information and privacy legislation;
- knowledge of and/or experience with municipal parking by-laws;
- knowledge and experience in mediation and alternative dispute resolution;

- effective leadership, facilitation, communication, presentation, interpersonal, and organizational skills; and
- high ethical standards, integrity, judgment, and computer/software literacy.

Applicants must not act or continue to act as an agent for applicants before the Administrative Monetary Penalty Tribunal or any other Township administrative tribunal, such as the Committee of Adjustment.

Conduct and Compliance Expectations

The successful applicant must remain in compliance with:

- By-law 2025-50;
- the Administrative Monetary Penalty System Conflict of Interest Policy (P-COR-012);
- the Administrative Monetary Penalty System Prevention of Political Interference Policy (P-COR-014); and
- the Appointment and Conduct of Hearing Officers Policy (P-COR-019).

The Hearing Officer is expected to act with respect, professionalism, transparency, accountability, timeliness, integrity, and impartiality; remain current on changes in law, by-laws, policies, procedures, and guidelines relevant to the role; avoid partisan influence and incompatible financial or personal interests; protect confidential information; avoid gifts or hospitality that could reasonably be construed as special consideration; and refer media inquiries to the Clerk or designate.

Service Delivery Requirements

Applicants must be able to:

- maintain a clear criminal record;
- hold a valid Ontario driver's licence;
- provide their own appropriate computer hardware, software, and high-speed internet service for the purpose of facilitating hearing reviews and rendering decisions;
- provide services on a part-time, as-required basis;
- conduct hearings in person at Township Office, 1 MacDonald Square, Elora, ON N0B 1S0, when required; and
- attend and conduct hearings on the same day every month for the duration of the contract.

There is no guarantee of minimum days of work. Schedules will be determined in advance based on the rate of Hearing Review requests received by the Administrative Penalties Program.

Remuneration

- Hearing Officers shall receive a per diem fee of \$600 for a full day of up to 6.5 hours or \$300 for each half day of up to 3.5 hours.
- Services are to be paid by invoice.
- The remuneration rate will be reviewed annually by the Clerk or designate.
- Mileage and transportation costs are not reimbursed.

Additional Information Required if Selected

The successful applicant will be required to provide the following:

- A Criminal Record Check.
- Government-issued photo identification to verify identity and residency (e.g., driver's licence, passport, or other government-issued identification).
- Business structure information and HST/business number information will also be required through shortlist, contracting, or onboarding communications for invoicing purposes.

Application Process

Interested applicants are invited to complete the Hearing Officer Application Form available on the Township of Centre Wellington's website (www.centrewellington.ca/employment) no later than August 28, 2026, at 11:59 p.m.

For alternative application methods or assistance with completing the application, please contact Human Resources at hr@centrewellington.ca.

Once the application deadline has passed, all applications will be reviewed individually, and applicants selected to proceed in the appointment process will be contacted directly. **No phone calls, please.**

Personal information collected through this application process is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used solely for the purpose of administering and evaluating applications for appointment as a Hearing Officer.

The Township of Centre Wellington is committed to an inclusive, barrier-free selection process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca.

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).