



Hearing Officer – Administrative Penalty System (APS)

The Town of Orangeville is seeking up to two (2) individuals to provide contracted Hearing Officer services. This contract calls for experienced and qualified individuals who are available to work on average 1-2 days per month, or on an as-needed basis.

As a Council-appointed Hearing Officer (as per the Town's Screening and Hearing Officer By-law), you will act in a quasi-judicial manner, reviewing decisions made by Screening Officers in relation to municipal by-law Penalty notices issued as a part of the Town's Administrative Penalty System (APS).

You must be familiar with municipal law and adjudicative processes, as you will be responsible for determining whether to confirm, modify, extend, or cancel Penalty Notices. Your duties as a Hearing Officer will include, but not be limited to:

- Conducting hearings in accordance with the Statutory Procedure Act and the APS Parking and Non-Parking By-law, ensuring equal access, fair treatment, and due process for all parties
- Making rulings and issuing oral and written decisions related to the APS Parking and Non-Parking By-law that are independent and free of outside influence
- Making decisions on whether to modify administrative penalty amounts and/or time to pay administrative penalties in accordance with the APS Parking and Non-Parking By-law and associated policies, procedures, and guidelines

All decisions made by Hearing Officers are deemed final and binding. They may be conducted in person, virtually or over the phone. Hearing officers are appointed by the Town Council for the duration of the Council term (approximately 4 years). The current term ends in 2026. Members of Council, their relatives and people indebted to the Town are not eligible to apply.

Your qualifications as a Hearing Officer – Administrative Penalty System include the following;

- Be of high ethical standards, integrity, and judgement
- Post-secondary diploma or degree in a related discipline, training courses offered by the Society of Ontario Adjudicators and Regulators (SOAR) and/or equivalent combination of education and experience
- Preferably a current member of SOAR and/or The Law Society of Ontario (LSO)
- You have knowledge and experience with respect to mediation, alternative dispute resolution, and adjudicative processes
- You have both knowledge of, and experience in interpreting and applying, appropriate legislation, including Municipal By-laws, the Municipal Act, and the Statutory Powers Act
- You have highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills
- Respect for access to justice, diversity, and accommodation with demonstrated understanding of systemic barriers and/or experience working with diverse communities



- You can formulate reasoned decisions and communicate them clearly and effectively, both orally and in writing
- You have computer and software literacy (Microsoft Suite application, Adobe, etc.)

Hearing Officers receive a per diem fee of \$600 for a full day (up to 6 hours) or \$300 for each half day (up to 3 hours). Services will be paid for by invoice. There is no reimbursement for mileage or transportation costs, and no guarantee of minimum days of work. Schedules will be determined in advance or as required by appeal.

If you are qualified and interested in being considered for one of the Hearing Officer positions, please submit your cover letter and resume which outlines your qualifications through the Town of Orangeville's website or in person to the Town Hall located at 87 Broadway, addressed to James Bramley, Supervisor, Licensing and By-law Enforcement, no later than 4 p.m. on **Monday, September 8, 2025**.

Accommodations are available during all aspects of the recruitment process. Applicants contacted for an interview are asked to make their needs known in advance.

Personal Information contained is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to evaluate the qualifications for the Hearing Officer position. Questions about this collection should be directed to the Town Clerk, Town of Orangeville.