

THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: HEARING OFFICER APPOINTMENT

POLICY NO.: 03.C.17

Section:	Administration & Legal		
Effective Date:	June 25, 2025	Date of Last Review:	Click or tap to enter a date.
Approval Authority: Council	Policy Owner: DCM, Legal and Administrative Services & City Solicitor		

POLICY STATEMENT

The City Clerk has been delegated authority to appoint Hearing Officers under the Administrative Monetary Penalty By-law 063-2019 ("AMPs By-law") to hear appeals of a Screening Decision.

Decisions of a Hearing Officer are considered final and are subject to the *Statutory Powers Procedure Act*, ("SPPA").

Hearing Officers play a crucial role in ensuring fairness, impartiality and adherence to due process in resolving disputes relating to Administrative Monetary Penalties.

PURPOSE

To provide a consistent and transparent framework for the appointment of Hearing Officers pursuant to the AMPs By-law.

SCOPE

Policy guidelines will apply to the appointment of Hearing Officers under the AMPs By-law.

LEGISLATIVE REQUIREMENTS

1. *Ontario Regulation 333/07: Administrative Penalties.*
2. *Statutory Powers & Procedures Act, R.S.O. 1990, c. S.22.*
3. *Municipal Act, 2001, S.O. 2001, c. 25.*
4. *City of Vaughan By-law 063-2019, Administrative Monetary Penalties.*

POLICY TITLE: HEARING OFFICER APPOINTMENT

POLICY NO.: 03.C.17

DEFINITIONS

- 1) Administrative Monetary Penalty:** A monetary penalty as set out By-law 063-2019 or in a Designated By-law.
- 2) City:** The Corporation of the City of Vaughan.
- 3) City Clerk:** The person appointed by Council pursuant to section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the "*Municipal Act*") or their designate.
- 4) Council:** The Council of the Corporation of the City of Vaughan.
- 5) Delegated Power of Decision:** A power or right, conferred by a City By-law, to prescribe the legal rights, powers, privileges, immunities, duties and/or liabilities of any person or party.
- 6) Designated By-law:** A by-law that is designated under By-law 063-2019, as a by-law under which a contravention is subject to an Administrative Monetary Penalty.
- 7) Employee:** A person who performs work for the City for wages or who is defined as an employee under the *Employment Standards Act, 2000*, S.O. 2000, c. 41 including some trainees, students, interns and temporary employees.
- 8) Hearing:** The process set out in By-law 063-2019, as amended.
- 9) Hearing Officer:** A person who performs the functions of a Hearing Officer in accordance with By-law 063-2019, as amended.
- 10) Independent Contractor:** A person engaged to provide a contract for service to the City but who is not under the control of the City or considered an employee of the City.
- 11) Retainer Agreement:** A contract between the Corporation of the City of Vaughan ("the City") and a Hearing Officer, specifying terms for retaining services, including but not limited to, responsibilities, term of office and adherence to procedural requirements.
- 12) Screening Decision:** A notice that contains the decision made by a Screening Officer and delivered in accordance with By-law 063-2019, as amended.
- 13) Screening Officer:** A person who performs the functions of a Screening Officer in accordance with By-law 063-2019, as amended.

POLICY TITLE: HEARING OFFICER APPOINTMENT

POLICY NO.: 03.C.17

14) Services: Has the same meaning as in the Retainer Agreement, but shall include, at a minimum:

- a) The hearing of appeals pursuant to the City's By-laws, including but not limited to any appeals of decisions rendered by the City's Screening Officer(s);
- b) The hearing of testimony, receipt and assessment of evidence, interpretation of relevant statutes and By-laws;
- c) The provision of written and oral decisions in accordance with relevant legislation, including but not limited to the *Statutory Powers and Procedures Act*, R.S.O. 1990, s. 22, the *Municipal Act*, 2001, S.O. 2001, c. 25, and the City of Vaughan Administrative Monetary Penalties By-law 063-2019, as amended; and
- d) The fulfillment of all duties provided in this Policy.

POLICY

1) RETAINER AGREEMENTS

- a) The City Clerk is authorized to execute Retainer Agreements on behalf of the City, including any amendments as may be required from time to time, to retain the Services of a Hearing Officer, in a form satisfactory to Legal Services, including setting terms and remuneration.
- b) The City Clerk shall establish remuneration for Hearing Officers in alignment with established market rates, as reviewed from time to time.
- c) The Hearing Officer shall provide Services as an Independent Contractor and not as an Employee of the City and shall conduct Hearings on behalf of the City, as may be assigned by the City Clerk, for the duration of their term as specified in the Retainer Agreement.
- d) The term of a Hearing Officer shall be identified in the Retainer Agreement.
- e) Remuneration, including allowable expense reimbursements, shall be set out in the Retainer Agreement.

2) ELIGIBILITY

- a) A Hearing Officer appointed by the City Clerk must satisfy the eligibility criteria outlined in the AMPs By-law.

3) DUTIES

- a) Hearing Officers shall:

POLICY TITLE: HEARING OFFICER APPOINTMENT

POLICY NO.: 03.C.17

- i) Conduct hearings in accordance with the *SPPA* and exercise the Delegated Power of Decision in the review of Screening Decisions, as set out in the AMPs By-law.
- ii) Review case documentation in accordance with established policies, procedures and guidelines.
- iii) Issue oral and written decisions in accordance with the AMPs By-law, including decisions on whether to affirm, reduce or cancel Administrative Monetary Penalties and/or to extend the time to pay Administrative Monetary Penalties in accordance with the AMPs By-law and established policies, procedures and guidelines.
- iv) Ensure equal access, fair treatment and due process for all parties.
- v) Ensure that all rulings and decisions are independent and free of outside influence.
- vi) Regularly review and comply with all applicable by-laws, policies, procedures, guidelines, legislation and regulations.
- vii) Maintain and upgrade their knowledge and competence by participating in training and education courses, as required.
- viii) Perform all other services as outlined in the Retainer Agreement.
- ix) Have the necessary computer hardware, software and high-speed internet service together with all of the necessary computing skills to be able to conduct a virtual Hearing in a professional and skilled manner.
- x) Have flexibility to provide service on a part-time basis (approximately 6 - 8 days per month) or as required.

4) QUALIFICATIONS

- a) Preferred Hearing Officer Qualifications:
 - i) Formal post-secondary education in law enforcement, regulatory law, public administration, or related and/or have an equivalent combination of education and experience.
 - ii) Experience in administrative law, adjudication, or mediation.

POLICY TITLE: HEARING OFFICER APPOINTMENT

POLICY NO.: 03.C.17

- iii) A member of the Society of Ontario Adjudicators and Regulators and/or the Law Society of Ontario.
- iv) Knowledge of, and experience in interpreting and applying, appropriate legislation, including municipal bylaws, the *Municipal Act*, and the *SPPA*.
- v) Ability to formulate reasoned decisions and communicate them clearly and effectively, both orally and in writing.
- vi) Effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
- vii) Demonstrated respect for diversity and inclusivity in maintaining a fair and transparent process for all persons, regardless of physical or mental abilities.
- viii) Commitment to ongoing professional development, to enhance expertise and remain current in the field.
- ix) Computer & software literacy (Microsoft Suite applications, Adobe).

5) APPOINTMENT & SELECTION PROCESS

- a) The City Clerk shall establish and coordinate the appointment and selection process in a manner deemed to be appropriate.

6) TERMINATION OF RETAINER AGREEMENT

- a) Upon written notice in a form satisfactory to Legal Services, the City Clerk may terminate the Retainer Agreement prior to its expiry in the event of a failure by a Hearing Officer to comply with any material provision of the Retainer Agreement or to perform Services in a manner satisfactory to the City.
- b) A Hearing Officer may terminate the Retainer Agreement by giving 14 calendar days' notice to the City Clerk.

7) IMPLEMENTATION

- a) Procedures may be established by the City Clerk to address specific implementation of this Policy.

POLICY TITLE: HEARING OFFICER APPOINTMENT

POLICY NO.: 03.C.17

ADMINISTRATION			
<i>Administered by the Office of the City Clerk.</i>			
Review Schedule:	5 Years <small>If other, specify here</small>	Next Review Date:	June 25, 2029
Related Policy(ies):			
Related By-Law(s):	063-2019 – Administrative Monetary Penalties		
Procedural Document:			
Revision History			
Date:	Description:		
25-Jun-25	Approved at Council. Report No. 25 Item No. 32		
Click or tap to enter a date.			
Click or tap to enter a date.			