

**THE TOWN OF INNISFIL
HEARING OFFICER APPOINTMENT OPPORTUNITY – (4) POSITIONS**

**HEARING OFFICER
ADMINISTRATIVE PENALTY SYSTEM (APS)**

Term:

Starting in November of 2026.

Opportunity:

The Town of Innisfil are recruiting four (4) Hearing Officer positions.

The Hearing Officer provides an independent review of the decision of a Screening Officer as outlined in the Administrative Penalties System (APS) program for By-laws designated by Council (and/or Future Provincial changes BCA/ FPA/PA). The Hearing Officer is an independent/external contract position established in accordance with the Screening & Hearing Officer By-laws of the Town of Innisfil and is not a Town employee position.

The Hearing Officer(s) will be required to:

- Conduct hearings in accordance with the Statutory Powers Procedure Act and exercise the power of decision in the review of screening decisions, as set out in the Administrative Penalty By-Laws, for the Town of Innisfil;
- Issue oral and written decisions in accordance with the Administrative Penalty By-law, including decisions on whether to affirm, reduce or cancel administrative penalties and/or extend the time to pay administrative penalties in accordance with associated by-laws and policies; and
- Ensure that decisions are independent and free of outside influence. Decisions made by the Hearing Officer are deemed final and binding.

Currently, the APS program relates to the red-light camera program, parking bylaw, animal control bylaw, noise bylaw, and parks bylaw. The APS program will continue to expand to include other by-laws in the future, the duties of the Hearing Officer(s) may (at the discretion of each Town) be extended to such matters.

Meetings:

As required, the Hearing Officer will conduct hearings 1-2 times per month.

Requirements:

- Preferably, member of Society of Ontario Adjudicators and Regulators (SOAR) and/or the Law Society of Ontario (LSO).
- Formal post-secondary education in Law Enforcement, Regulatory Law, Public Administration, or related and/or have an equivalent combination of education and experience.

- Demonstrated knowledge and experience with respect to adjudicative processes, including conducting trials or hearings for Provincial tribunal or courts.
- Experience in interpreting and applying appropriate legislation, including Municipal by-laws, the Municipal Act, the Provincial Offences Act and the Statutory Powers Procedure Act.
- Formal Training and experience in mediation and alternative dispute resolution.
- Demonstrated knowledge in use of computer software including Microsoft Office Suite (Word, Excel)
- Excellent communication skills (verbal, written and presentation), and highly effective leadership and facilitation abilities.
- Ability to formulate reasoned decisions and communicate them clearly and effectively, both verbally and in writing; and to deal courteously and effectively with staff, stakeholders, consultants, and the public.
- Good organizational, time management and interpersonal skills.
- Demonstrated respect for diversity and inclusivity in maintaining a fair and transparent process for all persons, regardless of physical or mental abilities.
- Committed to ongoing professional development to enhance expertise and remain current in the field.
- Flexibility to provide services on an as-needed basis (approximately one (1-2) day(s) per month), Hearing schedules will be determined in consultation with the hearing officer and Town of Innisfil staff.

Remuneration:

Remuneration paid at a rate subject to the agreement.

If you are interested in this contract for services, please send an expression of interest, including qualifications in a cover letter and resume kjones@innisfil.ca by 4:30 PM on October 15th, 2026.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is according to the Municipal Freedom of Information and Protection of Privacy Act.

The Town of Innisfil is committed to diversity and inclusion and thank all applicants in advance. Accommodation is available during all stages of the recruitment process in accordance with the Human Rights Code. We thank all applicants for their interest, however only candidates selected for further consideration will be contacted.