



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Services for Screening and Hearing Officers

Date: Jun. 3, 2024

Report Number: BLE-2024-06-09

Department: By-law Enforcement

File Number: C11 BLE 24BLE24

Prepared By: Heather Falconer, Municipal By-law Enforcement Officer & Jennifer White, Manager of Legislative Services/Clerk

Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2024-06-9, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer and Jennifer White, Manger of Legislative Services/Clerk;

AND FURTHER that the Clerk be authorized to sign on behalf of Council any documentation required to execute the provision of services agreements as noted in the report;

AND FURTHER that the required appointment by-laws be brought forward.

Background:

To administer the appeal process for Administrative Monetary Penalties By-law No. 2024-40, Council must appoint a Screening and Hearing Officer. These Officers administer the program and adjudicate on Administrative Monetary Penalties.

Discussion/Analysis/Overview:

Council passed By-law No. 2024-40 which provided for certain by-law infractions to be enforced using an Administrative Monetary Penalties System(AMPS). In this system, appeals to infractions notices are dealt with internally rather than through the Provincial Offences system. Appeals are heard by independent Screening and Hearing Officers who will adjudicate on appeals.

The Township initiated a request for services under the Township's procurement policies. Having reviewed the proposals, Staff are satisfied that two of the proposals meet all the qualifications and requirements to provide the services of either screening or hearing officer. Both proposals meet the qualifications and experience that are needed for the roles.

Staff are recommending that agreements be made accepting two proposals, and that Screening and Hearing Officer services be alternated between the two at the discretion of the Clerk.

Having multiple Screening and Hearing Officers appointed will provide:

- flexible scheduling options,
- additional coverage during peak periods,
- alternate coverage in the event of a conflict of interest,
- continuity and fairness in the adjudication process.

Staff recommend that the Clerk be authorized to execute the require documents to enter into agreements with the two parties to provide Screening and Hearing Officer services on an as needed basis, for the remainder of 2024, with an option to renew for another 1-year period.

A By-law is required to appoint Hearing and Screening Officers.

Financial Impacts:

The proposals are within the previously reported anticipated costs and will be dependent on number of appeals. The costs incurred will be reported at the end of the year in the AMPS Financial Report.

Performance Measurement:

AMPS is intended to reduce processing times for by-law infractions, and act as a deterrent to minimize complaints. A full report will be provided by year on the implementation of the System.

Strategic Area:

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|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Facilitate Community Well Being

Respectfully Submitted By:

Heather Falconer, Municipal By-law Enforcement Officer

Report Approved By:

Jodi MacArthur, Chief Administrative Officer