



Town of Wasaga Beach

Policy Manual

Section Name: Protection to Persons & Property	Policy Number: 5-13
Policy: Administrative Monetary Penalty System- Appointment of Screening and Hearing Officer Policy	Policy: May 15, 2030
Effective Date: May 15, 2025	REVISIONS:
ADMINISTERED BY: Municipal Law Enforcement Division	

1. PURPOSE

- 1.1 The purpose of this policy is to provide a consistent and transparent framework for the selection and appointment of Screening Officers and Hearing Officers and to act as a guide for appointees.
- 1.2 The Town of Wasaga Beach values a clear and transparent process, completed in a fair and equitable manner, for the selection of Screening Officers and Hearing Officers. The selection is to be conducted in accordance with applicable legislation and Council-approved bylaws for the purposes of AMPS.

2. SCOPE

- 2.1 Screening Officers are appointed to review Penalty Notices issued by Town Enforcement Staff and make decisions on Administrative Penalties and related fees regarding Penalty Notices.
 - a. Responsibilities include:

- i. Authority to review Penalty Notices as set out in the Administrative Monetary Penalty By-law and make decisions on whether to reduce, cancel or affirm a Penalty Notice's penalty amount.
 - ii. Authority to extend the time to pay or, upon proper application, and in accordance with established AMPS policies, procedures and guidelines, extend the time to dispute.
- 2.2 Hearing Officers are appointed to review Screening Officer decisions regarding an Administrative Penalty and related fees, as requested by Persons, and make final decisions on the Screening Officer decisions.
 - a. Responsibilities include:
 - i. Authority to review Penalty Notices as set out in the Administrative Monetary Penalty By-law and make decisions on whether to reduce, cancel or affirm a Penalty Notice's penalty amount.
 - ii. Authority to review the Screening Decision, as set out in the Administrative Monetary Penalty By-law.
 - iii. Authority to extend the time to request a review of a Screening Decision, upon proper application, and in accordance with established AMPS policies, procedures and guidelines.
 - iv. Authority to conduct a hearing in accordance with the Statutory Powers and Procedures Act, including not making any decision respecting a review of a Screening Decision unless the Person (with the Penalty Notice) and the Town have an opportunity to be heard at the scheduled hearing of the review.
 - v. Authority to affirm, cancel or reduce the penalty amount assessed by a Screening Decision, or extend the time for payment of an Administrative Penalty, in accordance with the established AMPS policies, procedures and guidelines, with any such decision being final.

3. POLICY

3.1 Appointment of Screening Officers

- a. In accordance with the Screening and Hearing Officer By-law, Screening Officers shall be appointed by the General Manager of Legislative and Development Services in writing.

- b. The General Manager may revoke the appointment of a Screening Officer if, at any time, the Person becomes ineligible for appointment or continuation as a Screening Officer or is otherwise determined by the General Manager to be unable to carry out the duties related to AMPS in a fair and impartial manner or to comply with Town policies or procedures.

3.2 Recruitment of Hearing Officers

- a. The Town may, from time to time, recruit Hearing Officers as contemplated by the Screening and Hearing Officer By-law and/or may enter into an agreement with any third-party hearing services provider.
- b. Hearing Officers are independent and are not Town Employees. Hearing Officers may be required to enter into a contract with the Town outlining the terms of service.
- c. Unless revoked, Hearing Officers shall be appointed for the term of Council (or remainder thereof, where appointed mid-term), and thereafter until reappointed or until a successor is appointed.
- d. Hearing Officers appointed by the Town shall not be guaranteed minimum or maximum hours of work. Rather, Hearing Officers shall be assigned on an as-needed basis with no minimum compensation or frequency of work amounts.
- e. The General Manager may revoke the appointment of a Hearing Officer at any time, in accordance with the Screening and Hearing Officer Bylaw.

4. POLICY ADMINISTRATION AND REVIEW

- 4.1 This Policy will be reviewed as required, but in any case no later than five (5) years from the date of the most recent review.
- 4.2 This Policy shall be administered by the General Manager of Legislative and Development Services.

5. REFERENCE AUTHORITIES

- Municipal Act, 2001
- Ontario Regulation 333/07 (Administrative Penalties)
- AMPS Parking By-law 2025-17, as amended
- AMPS Non Parking By-law 2025-18, as amended
- Appointment of Screening and Hearing Officers By-law 2024-48, as amended