



Municipality of Meaford Corporate Policy

Policy: Administrative Penalty System – Appointment of Screening and Hearing Officers

Division: Legislative Services

New Policy: July 2026

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Policy Statement

The Municipality of Meaford values a clear and transparent policy and process for the recruitment and appointment of Screening Officers and Hearing Officers for the Municipality's Administrative Penalty System ("APS").

Purpose

This 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.

The Municipality of Meaford values a clear and transparent process, completed in a fair and equitable manner, for the selection of Screening Officers and Hearing Officers, to be applied in accordance with applicable legislation and Council-approved by-laws.

Definitions

For the purposes of this Policy, all terms are defined in accordance with the Administrative Penalty By-law 2026-47 and the Screening and Hearing Officer By-law 2026-48.

Scope

This policy applies specifically to the recruitment, appointment, and management of Screening Officers and Hearing Officers under the Administrative Penalty System within the Municipality of Meaford.

This policy is applicable to current and future-appointed Screening Officers and Hearing Officers, along with Town staff participating in their recruitment and selection processes.

Policy Requirements

Appointment of Screening Officers

The Municipality may, from time to time, appoint Screening Officer(s) as contemplated by the Screening and Hearing Officer By-law, in accordance with the following process:

- a) Screening Officers are Municipal employees and must meet the



eligibility criteria and have the requisite qualifications for performance of duties in alignment with the provisions of the Screening and Hearing Officer By-law.

Eligibility

The following persons are not eligible for appointment as a Screening Officer:

- a) An Issuing Officer
- b) A Member of Council
- c) A Relative of a Member of Council
- d) In the case of a Hearing Officer, an employee of the Municipality; or
- e) a person indebted to the Municipality, other than in respect of current property taxes due but not yet payable; or pursuant to an agreement with the Municipality where the person is in compliance with the terms thereof.

Appointment and Revocation

In accordance with the Screening and Hearing Officer By-law, Screening Officers shall be appointed by the Director of Legislative Services.

The Director of Legislative Services shall not appoint a person who is ineligible for appointment as a Screening Officer or is otherwise determined by the Director to be unable to carry out the duties related to the APS in a fair and impartial manner or to comply with Municipality of Meaford policies or procedures.

Any person holding the position of Municipal Enforcement Services Coordinator (or such position as may be renamed from time to time) may be designated by the Director of Legislative Services as a screening officer, provided such positions facilitate the payment of penalty notices but do not accept or process payments related to penalty notices.

The Director 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 Director to be unable to carry out the duties related to APS in a fair and impartial manner or to comply with Municipal policies or procedures.

Recruitment of Hearing Officers

The Municipality 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.

Hearing Officers are independent and are not Municipal Employees. Hearing Officers may be required to enter into a contract with the Municipality outlining the terms of service.

The Legislative Services division will be responsible for the recruitment of Hearing Officer(s) in conjunction with the Municipal Purchasing division.

The review process involves reviewing applications and ensuring applicants meet the eligibility criteria and have the necessary qualifications for performance of duties in alignment with the provisions of the Screening and Hearing Officer By-law.

Eligibility

The following persons are not eligible for appointment as a Hearing Officer:

- a) An Employee of the Municipality
- b) An Issuing Officer
- c) A Member of Council
- d) A Relative of a Member of Council
- e) In the case of a Hearing Officer, an employee of the Municipality; or

- f) a person indebted to the Municipality, other than in respect of current property taxes due but not yet payable; or pursuant to an agreement with the Municipality where the person is in compliance with the terms thereof.

Appointment

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.

Nature of Hearing Officer(s) Position

Hearing Officers appointed by the Municipality shall not be guaranteed minimum or maximum hours of work. Rather, Hearing Officers shall be assigned on an as-needed basis with no frequency of work amounts.

The Director may revoke the appointment of a Hearing Officer at any time, in accordance with the Screening and Hearing Officer By-law.

Should the Municipality decide to expand the Administrative Penalty System to include additional matters after the appointment, the Municipality may but is not required to expand the duties of the existing hearing officer(s) for that purpose.

Compliance

In accordance with the Municipality of Meaford's policies and applicable legislation, any employee or appointee found to be demonstrating actions and/or behaviours that are not consistent with the terms of this Policy will result in an investigation, subject to possible discipline up to and including revocation of appointment and/or termination of employment.

Review

This policy shall be reviewed once during the term of Council.



Monitoring

The Director of Legislative Services shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

This policy is established pursuant to Section 11 (2) of the Municipal Act, 2001 which provides for the passing of by-laws and adoption of policies pertaining to the accountability and transparency of the Municipality.

Contact

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