



City of Richmond Hill

Hearing Officer - Three Appointments

In accordance with the City of Richmond Hill's Administrative Penalty By-law 69-16, and Screening and Hearing Officer By-law 70-16, the City of Richmond Hill requires the appointment of three (3) independent Hearing Officers for a three-year term (2024-2027).

As a Hearing Officer, you will act in a quasi-judicial role conducting Hearing Reviews in accordance with the City's Administrative Penalty and Dog Regulation Bylaws. Hearing Officers must be familiar with municipal law and the adjudicative process, as they will direct the Hearing Review process, and render decisions confirming, reducing, or cancelling administrative penalties and notices.

Qualifications

- Be of high ethical standards, integrity, and judgement
- Post secondary diploma or degree in law, mediation or arbitration, or a related discipline
- Experience in administrative law, adjudication, or mediation, including conducting trials or hearings for a Provincial court or administrative tribunal
- Knowledge of, and experience in interpreting and applying, appropriate legislation, including Municipal By-laws, the Municipal Act, and the Statutory Powers Procedure Act
- Able to formulate reasoned decisions and communicate them clearly and effectively, both orally and in writing
- Preferably a member of the Society of Ontario Adjudicators and Regulators and/or the Law Society of Ontario
- Effective leadership, facilitation, communication, presentation, and organizational skills
- Computer & software literacy (Microsoft Suite applications, Adobe, DocuSign)
- Flexibility to provide service on a part-time basis (approximately 1-2 days per month), or as required.

Hearing Officers receive a per diem fee of \$500 each day, or \$250 each half day. There is no reimbursement of mileage or transportation costs, and no guarantee of minimum days of work. Schedules will be determined in advance, or as required by appeal.

Interested candidates are to forward a cover letter and resume to amps@richmondhill.ca no later than **4:30p.m. on March 29, 2024.**