



## The Corporation of the Town of Tecumseh

Legislative & Clerk Services

**To:** Mayor and Members of Council

**From:** Robert Auger, Director Legislative Services & Clerk

**Date to Council:** Tuesday, April 22, 2025

**Report Number:** LCS-2025-13

**Subject:** Appointment of Hearing Officer for the Town's Administrative Monetary Penalty System

---

### Recommendations

It is recommended:

**That** Report LCS-2025-13 Appointment of a Hearing Officer for the Town's Administrative Monetary Penalty System **be received**;

**And that** Sarah Jacobs of Jacobs Dispute Resolution **be appointed** as the Hearing Officer for the Town's Administrative Monetary Penalty System for a one-year period commencing May 1, 2025 and ending April 30, 2026 pursuant to the terms of a Service Agreement negotiated and agreed to, in consultation with the Town's Solicitor, and to be duly authorized and executed by the Mayor and Clerk;

**And further that** By-Law 2025-052 being a by-law to appoint a Hearing Officer for the Town's Administrative Monetary Penalties System **be considered** for first, second, third and final readings.

### Background

At the June 25, 2024, Regular Council Meeting, Council approved a by-law to establish an Administrative Monetary Penalty System (AMPS) and authorized the Clerk to initiate the procurement process for an independent Hearing Officer to conduct all hearing reviews under AMPS.

## Comments

An Expression of Interest (EOI) for Hearing Officer Services was posted on the Town's Bids and Tenders portal on February 11, 2025, with a closing date of February 22, 2024. The EOI documents included the scope of work pursuant to the powers and duties set out in the *Municipal Act, 2001* and the *Statutory Powers Procedure Act, 1990*.

Five proposals were received on February 21, 2025, and were virtually opened in the presence of the Town's Purchasing Officer. The proposal results are summarized as follows:

Company Name	Service Proposal Fee based on price per half day of service
Willis Business Law	\$885.00
Lorne M Curtis Management Consulting	\$690.00
F.C. Ricci Legal Consulting Professional Corporation	\$600.00
Jacobs Dispute Resolution	\$350.00
Williamson Dispute Resolution	\$750.00

All proposals received were from Windsor Essex consulting firms. The evaluators reviewed the EOI's based on the requirements of understanding the scope of work, qualifications and relevant experience and pricing. Administration recommends that Council award the Town's Hearing Officer for the Town's Administrative Monetary Penalty System to Jacobs Dispute Resolution, with the appointment of its lawyer, Sarah Jacobs, as the Town's appointed Hearing Officer.

Jacobs Dispute Resolution (JDR) was launched in 2022 and, as principal of JDR, Ms. Jacobs brings more than 20 years of expertise in the fields of municipal law, land use planning and expropriation. She was one of the youngest appointees to the former Ontario Municipal Board and is recognized as a skilled arbitrator and mediator. Ms. Jacobs is a lawyer with extensive experience in municipal law acting for both large and small municipalities (Toronto, Townships of Centre Wellington and Maple) to draft, interpret, apply and defend municipal by-laws. She has experience in conducting hearings, and has trained adjudicators on how to fairly, efficiently and impartially conduct hearings and write effective decisions. Her experience with the interpretation and application of municipal legislation as well as working on issues and challenges facing municipal governments makes Ms. Jacobs an ideal choice.

With this recommended appointment approved, the Legislative and Clerk's Service Department in collaboration with the Community Safety Department is in the final stages

of implementation of AMPS to be launched for May 1, 2025. The current by-laws that may be enforced through AMPS are as follows:

- By-Law 2023-110 Noise Control By-Law
- By-Law 2023-045 Fireworks By-Law
- By-Law 2021-50 Open Air Burning
- By-Law 2024-083 Property Standards By-Law
- By-Law 2024-084 Land Maintenance By-Law
- By-Law 2024-107 Parks By-Law
- By-Law 2024-078 Boulevard Maintenance By-Law

With the nice weather approaching, we will be working with the Communication's team to raise community awareness of this program through a dedicated webpage on the Town's website along with social media posts highlighting by-laws such as Property Standards and Fireworks and promoting AMPS. Additionally, for the summer months, By-Law Enforcement will be providing an AMPS informational pamphlet to be circulated with issued penalty notices to inform residents of AMPS and options to pay.

## **Consultations**

None

## **Financial Implications**

The 2025 Legislative and Clerk Services Department operating budget has allocated \$10,000 for Professional Fees – Other for Hearing Officer Services. It is anticipated that the funds allocated will be administered as needed depending on the number of requests for a Hearing Officer screening. Administration will coordinate and schedule hearings on a quarterly basis for greater time management of staff time and to reduce service fees of the Hearing Officer.

## Link to Strategic Priorities

Applicable	<a href="#">2023-2026 Strategic Priorities</a>
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Jennifer Alexander, AOMC, MPA  
Deputy Clerk & Manager Legislative Services

Reviewed by:

Robert Auger, LL.B.  
Director Legislative Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

Attachment Number	Attachment Name
None	None