



The Corporation of Town of New Tecumseth

Screening Officer and Hearing Officer Conflict ASE

Procedure Type: Operating Procedure

Procedure Category: Departmental

Operating Procedure No.: AC-OP-002-2025

Name of Dept: Clerks/Administration Dept

Status: Current

1. **Purpose:**

To establish professional and ethical standards that will guide employees in the Automated Speed Enforcement Program through situations that raise a conflict of interest.

2. **Scope:**

This procedure applies to all Screening Officers, Supervisors, Managers, and Directors performing Automated Speed Enforcement duties and responsibilities for the Municipality.

3. **Definitions:**

"Director" means the Director, Administration Services/Clerk for the Municipality.

"Hearing Officer" means a person mentioned in subsection 10 (3) of O. Reg. 355/22, appointed by the Municipality to review administrative penalties.

"Municipality" means the Corporation of the Town of New Tecumseth.

"Manager" means the Manager, Municipal Law Enforcement for the Municipality.

"Screening Officer" means a person mentioned in subsection 10 (2) of O. Reg. 355/22, employed by the Municipality to review administrative penalties.

"Supervisor" means the Supervisor, Municipal Law Enforcement for the Municipality.

4. Procedures:

- 4.1 Screening Officers shall be familiar with the Municipality's Employee Code of Conduct Policy.
- 4.2 Should a Screening Officer discover they are in conflict of interest with a vehicle/vehicle owner while processing a request for penalty order appeal, they shall refer to and follow the steps in the Employee Code of Conduct Policy No. HR-POL-001-2023, Section 6 (Conflict of Interest), as amended from time to time.
- 4.3 If a conflict of interest exists, the Supervisor shall assign the screening appeal to another Screening Officer who is not in conflict. If all Screening Officers are in conflict of interest, the supervisor or designate shall ensure the violation is sent to another municipality who employs Screening Officers to obtain a recommendation if the Penalty Order should be confirmed, varied or set aside. The other municipality's Screening Officer shall not provide screening services and will rather provide a recommendation back to the Supervisor or designate for presentation to the appellant.
- 4.4 Upon receipt of the recommendation from the other municipality's Screening Officer, the supervisor or designate along with a senior staff person (manager or director), shall enter the recommendation as the outcome of the screening.
- 4.5 The owner may then request a hearing by a Hearing Officer who is not in any way in conflict with the vehicle owner should they not agree.

5. Documentation and Forms:

Employee Code of Conduct Policy No. HR-POL-001-2023

6. Records:

Records will be maintained in accordance with the Municipality's Records Management Program Policy No. AC-POL-005-2020 and the Records Retention Schedule.

Approved By:

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Neil Garbe, CAO

Department:

Infrastructure and Development
Division
CAO

Status:

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