

**Subject: Appointment of Hearing Officers for the City of Ottawa's  
Administrative Penalty System**

**File Number: ACS2025-FCS-SO-0001**

**Council 16 April 2025**

**Submitted on 11 April 2025 by Mishele Joanis, Director ServiceOttawa, Finance  
and Corporate Services Department**

**Contact Person Sara McLeish, Program Manager, Administrative Penalty System,  
ServiceOttawa, Finance and Corporate Services Department**

**613-580-2424 x15182, [sara.mcleish@ottawa.ca](mailto:sara.mcleish@ottawa.ca)**

**Ward: Citywide**

**Objet : Nomination comme Agents d'Enquêteurs pour le Système de  
Pénalités Administratives pour la Ville d'Ottawa**

**Numéro de dossier : ACS2025-FCS-SO-0001**

**Conseil le 16 avril 2025**

**Soumis le 11 avr. 25 par Mishele Joanis, Directrice ServiceOttawa, Direction  
générale des finances et des services organisationnels**

**Personne ressource : Sara McLeish, gestionnaire de programme, Système de  
sanction administrative, ServiceOttawa, Direction générale des finances et des  
services organisationnels**

**613-580-2424, poste 15182, [sara.mcleish@ottawa.ca](mailto:sara.mcleish@ottawa.ca)**

**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATION(S)**

**That Council approve the appointment of Laura Hodgson, Emeka Ichoku, Elie Labaky, Bonnie Oakes Charron, Tanya Parker Wallace and Ronald Warren as Administrative Penalty System Hearing Officers for the remainder of this Term of Council, as further described in this report.**

## RECOMMANDATION(S) DU RAPPORT

**Que le Conseil approuve la nomination de Laura Hodgson, d'Emeka Ichoku, d'Elie Labaky, de Bonnie Oakes Charron, de Tanya Parker Wallace et de Ronald Warren comme agents enquêteurs du Système de sanction administrative pour le restant du mandat du Conseil municipal, comme le décrit plus en détail le présent rapport.**

## BACKGROUND

Council at its meeting of May 15, 2024 approved report [ACS2024-FCS-SO-0001](#) for the establishment of the Administrative Penalty System for certain by-law and camera based infractions. As further detailed in the 2024 report, an APS model has designated Screening Officers, as well as Council appointed adjudicators (Hearing Officers) to manage the dispute and resolution processes for parking and camera-based infractions. Upon receiving a decision from a screening review, recipients can opt for a review of the Screening Officer's decision by a Hearing Officer. Hearing Officers are independent adjudicators appointed by Council pursuant to the recommendation of the Selection Panel comprising of the Director of ServiceOttawa, the City Clerk and the General Manager, Finance and Corporate Services Department.

This report presents the recommendations of the Selection Panel for Hearing Officer appointments for the remainder of the Term of Council. Hearing Officers may continue to serve past the expiration of their term until they are re-appointed, replaced or their appointment is rescinded in accordance with appointment policies and the appointment by-law. The Selection Panel will continue to recommend appointments as required for the pool of Hearing Officers.

The Administrative Penalty System allows municipalities to transition adjudication of certain infractions, such as parking by-law and automated enforcement infractions from the provincial courts system to an administrative adjudicative process that is outside of the provincial courts system, that is managed by the City. The *Municipal Act, 2001* O. Reg 333/07 as well as the *Highway Traffic Act, 1990* O. Reg 355/22 prescribe the requirements respecting the appointment of Hearing Officers by the municipality, including compliance with conflict of interest guidelines and that Hearing Officers conduct hearings in an impartial manner.

## DISCUSSION

The Director of ServiceOttawa, the City Clerk and the General Manager, Finance and Corporate Services Department met and reviewed Hearing Officer candidates. Preference was given to candidates with knowledge of and experience in administrative law and in interpreting legislation and policies. The Selection Panel also made every effort to ensure a portion of the candidates are French speaking. The following individuals are recommended for appointment:

**Laura Hodgson:** Laura Hodgson is an experienced adjudicator at the Ontario Police Arbitration and Adjudication Commission and the License Appeal Tribunal and is also a member of the Ontario Parole Board. Prior to this she was legal counsel with the Federal Department of Justice, Criminal Law Policy and was Crown Counsel with the Ontario Ministry of the Attorney General. Laura's community involvement includes being a board member and facilitator with the Restorative Justice Program at Tungasuvvingat Inuit.

**Emeka Ichoku:** Emeka Ichoku is a multilingual (English and multiple Nigerian languages) foreign trained lawyer with double Master of Laws from Osgoode Hall Law School, York University. He has extensive legal and quasi-legal work experience in the private and public sectors with experience in research, analytical/critical reasoning, case management, and client communications.

**Elie Labaky:** Elie Labaky is a trilingual (English, French and Arabic) adjudicator for the Ontario Police Arbitration and Adjudication Commission and a lawyer in private practice. He has represented clients in municipal regulatory matters, provincial offences, traffic and parking By-law offences. Leveraging a comprehensive academic background in law, he has attained professional development certifications in adjudication, advanced decision writing, mediation, and alternative dispute resolution.

**Bonnie Oakes Charron:** Bonnie Oakes Charron is a bilingual (English and French) public sector governance specialist and has served as a board director, committee chair, and tribunal member. She is a licensed paralegal and holds BA and MLIS degrees. Ms. Charron has experience in parliamentary procedure, corporate governance, adjudication, mediation, and professional regulation.

**Tanya Parker Wallace:** Experienced legal professional with 20 years of expertise in family law, child protection law, administrative law, dispute resolution, and fair hearing practices. Skilled in analyzing evidence, interpreting regulations, and providing legal

advice. Proven ability to manage complex caseloads while ensuring due process and compliance. Strong communication and analytical skills, committed to justice and equity. Member of the Law Society of Ontario since 2004 and accredited as a Mediator since 2018.

**Ron Warren:** With over 20 years of law enforcement experience, Ron Warren brings a depth and breadth of knowledge in applying legislation and seeking procedural fairness. Having served as a representative at various federal alternative dispute resolution and mediation forums, his experience is well positioned to serve the City of Ottawa in conducting hearings for its citizens in an open, transparent, and fair manner.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **LEGAL IMPLICATIONS**

There are no legal impediments to implementing the report recommendation.

### **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a City wide report.

### **ADVISORY COMMITTEE(S) COMMENTS**

As this is an administrative matter, consultation with advisory committees is not required.

### **CONSULTATION**

As this is an administrative matter, consultation is not required.

### **ACCESSIBILITY IMPACTS**

There are no accessibility implications associated with this report.

### **INDIGENOUS, GENDER AND EQUITY IMPLICATIONS**

The APS Program will provide an improved service to the public across Ottawa as well as uphold road safety goals and initiatives. ServiceOttawa will work closely with its partners to apply an equity lens to identify and monitor potential impacts this program may have on equity-denied groups and will also ensure appropriate feedback mechanisms are in place for all residents.

**RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications with this report.

**TERM OF COUNCIL PRIORITIES**

This report supports all of the 2023-2026 Term of Council Priorities:

- A city that has affordable housing and is more liveable for all
- A city that is more connected with reliable, safe and accessible mobility options
- A city that is green and resilient A city with a diversified and prosperous economy.

**DISPOSITION**

Upon approval of the report by Council, Legislative Services will notify ServiceOttawa of the appointments.