



Hearing Officer – Administrative Monetary Penalty System (*Independent Contractor*)

The Town of Cobourg is recruiting for a Hearing Officer position as outlined in the Administrative Monetary Penalties System (AMPS). This position provides an independent review of the decision of a Screening Officer as outlined in the AMPS program for by-laws designated by Council. The Hearing Officer is an independent/external, contract position established in accordance with the Screening and Hearing Officer By-laws of the Town of Cobourg and is not a Town employee position.

As a Council-appointed Hearing Officer (as per Ontario Regulation 333/07), you will review decisions made by Screening Officers in relation to municipal by-law penalties issued as part of the Town's Administrative Monetary Penalty System (AMPS). You must be familiar with municipal law and adjudicative processes, as you will be responsible for determining whether to affirm, reduce or cancel (on appeal) the penalty decisions made by Screening Officers. While the initial AMPS By-law focuses on parking offences, it may be expanded into other offences pursuant to Town By-laws in the future.

All decisions made by Hearing Officers are deemed final and binding. They may be conducted in person or virtually. Members of Council, their relatives and persons indebted to the Town are not eligible to apply (as per the AMPS By-law).

Responsibilities:

- Conduct hearings in accordance with the Statutory Powers Procedure Act and exercise the power of decision in the review of screening decisions, as set out in the Administrative Monetary Penalty By-Law, for the Town of Cobourg;
- Issue oral and written decisions in accordance with the Administrative Monetary Penalty By-law, including decisions on whether to affirm, reduce or cancel administrative penalties and/or extend the time to pay administrative penalties in accordance with associated by-laws and policies;
- Ensure that decisions are independent and free of outside influence. Decisions made by the Hearing Officer are deemed final and binding;
- making rulings and issuing oral and written decisions relating to the AMPS By-law that are independent and free of outside influence;
- making decisions on whether to vary administrative penalty amounts and/or time to pay administrative penalties in accordance with the AMPS By-law and associated policies, procedures and guidelines; and
- conducting hearings, ensuring equal access, fair treatment and due process for all parties.

Qualifications:

- Preferably a member of Society of Ontario Adjudicators and Regulators (SOAR) and/or the Law Society of Ontario (LSO);
- Formal post-secondary education in Law Enforcement, Regulatory Law, Public Administration, Paralegal or related field and/or have an equivalent combination of education and experience;
- Demonstrated knowledge and experience with respect to adjudicative processes, including conducting trials or hearings for Provincial tribunal or courts;
- Experience in interpreting and applying appropriate legislation, including Municipal by-laws, the Municipal Act, the Provincial Offences Act and the Statutory Powers Procedure Act;
- Formal training and experience in mediation and alternative dispute resolution;
- Demonstrated knowledge in use of computer software including Microsoft Office Suite (Word, Excel);
- Excellent communication skills (verbal, written and presentation), and highly effective leadership and facilitation abilities;

- Ability to formulate reasoned decisions and communicate them clearly and effectively, both verbally and in writing; and to deal courteously and effectively with staff, stakeholders, consultants, and the public;
- Good organizational, time management and interpersonal skills;
- Demonstrated respect for diversity and inclusivity in maintaining a fair and transparent process for all persons, regardless of physical or mental abilities;
- Committed to ongoing professional development to enhance expertise and remain current in the field;
- You have knowledge and experience with respect to adjudicative processes, including conducting trials or hearings for a Provincial tribunal or court;
- Knowledge of access to information and privacy legislation;
- Knowledge and/or experience with the Town parking By-laws;
- You are knowledgeable and experienced in mediation and alternative dispute resolution;
- You bring highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills;
- Demonstrated leadership and administrative skills; and
- You are committed to ongoing professional development, to enhance your expertise and remain current in the field.

As this position is on an as-needed basis, you must have the flexibility to provide services on a part-time basis (approximately 2-3 days per month), as hearings are held. Schedules will be determined in consultation with the Hearing Officer.

REMUNERATION:

Compensation will be provided on an as-needed basis at the rate of:

- \$350 for hearings, individually or collectively, exceeding 3.5 hours on any day; and
- \$275 for hearings, individually or collectively, not exceeding 3.5 hours on any day.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at HumanResources@cobourg.ca no later than **March 28th at 4:00pm**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

*****Note these are independent contractors NOT Town of Cobourg Employees*****