

### Hearing Officer – Administrative Monetary Penalty System (AMPS) for Parking

<b>Posting Date</b>	September 11, 2023	<b>Closing Date</b>	September 29, 2023 6:00 PM
<b>Job Status</b>	Temporary, Part Time (Ending November 2026)		

#### Position Overview:

The Hearing Officer(s) (as per Ontario Regulation 333/07), provides an independent review of the decision of a screening officer, as outlined in the Administrative Monetary Penalties System (AMPS) program for parking and conducts hearings for other Municipal By-laws such as responsible dog ownership and business licensing as required. The Hearing Officer is an independent, contract position established in accordance with the Screening & Hearing Officer By-laws of the City of Kitchener and City of Waterloo; as well as the Terms of Reference for Dogs and Business licensing and is not a City employee position.

Information about the AMPS program can be found on the City of Kitchener and City of Waterloo websites at [www.kitchener.ca/parkingticketpayment](http://www.kitchener.ca/parkingticketpayment) and [www.waterloo.ca/amps](http://www.waterloo.ca/amps).

#### The Hearing Officer(s) will be required to perform primary duties to:

- 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 Parking Administrative Penalty By-Laws, and may act as a Hearing Officer for other Municipal Tribunals for both the City of Kitchener and the City of Waterloo;
- Issue oral and written decisions in accordance with the AMPS 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 the AMPS By-law and associated policies;
- Ensure that decisions are independent and free of outside influence, and include consideration to equity, diversity, and inclusion;

#### The Hearing Officer(s) will be required to perform secondary duties to:

- Act as the Hearing Officer for Licensing Appeal Tribunals and conduct in-person hearings in accordance with the Licensing Appeal Tribunal procedures regarding status of a Business or Shared Accommodation License oral and written decisions including decisions on whether or not to issue, issue with conditions, suspend or revoke a License;
- Act as the Hearing Officer for Dog Designation Committees and conduct hearings and make rulings regards appeals against decisions made by the Humane Society of Kitchener Waterloo and Stratford Perth to designate a dog as dangerous or restricted; and
- Issue oral and written decision in accordance with Dog Designation Committee procedures.

All decisions made by Hearing Officers are deemed final and binding and will be conducted in person or virtually.

#### Meetings as required:

- Approximately 1 – 2 days per month for AMPS related matters
- Approximately 1 – 2 days per year for Licensing Tribunal matters

- Approximately 4 – 5 times per year for Dog Designation matters

**Qualifications:**

- Post-secondary diploma or degree in a related discipline, and/or an equivalent combination of education and experience;
- Current member of The Society of Ontario Adjudicators and Regulators (SOAR) and/or The Law Society of Ontario (LSO) is preferred
- In depth knowledge and experience with respect to adjudicative processes, including conducting trials or hearings for a Provincial tribunal or court
- In depth knowledge of and experience interpreting and applying related legislation including Municipal By-Laws, the Municipal Act, the Provincial Offences Act the Statutory Powers Procedures Act
- Knowledge and experience with City parking By-laws preferred
- In depth knowledge of related information and privacy legislation
- Knowledgeable and experienced with mediation and restorative justice
- Strong communication, facilitation and leadership skills
- Demonstrated understanding of systemic barriers and/ or experience working with diverse communities, including racial, ethnic, and 2SLGBTQ+ populations is preferred
- Commitment to on-going learning in the area of equity and inclusion is preferred

The duties of the hearing officer(s) may (at the discretion of each City) be extended at any time to include other by-laws in the future.

**APPLICATION INFORMATION:**

Applications can be submitted online at [www.waterloo.ca/careers](http://www.waterloo.ca/careers) or [www.kitchener.ca/careers](http://www.kitchener.ca/careers) or by delivering to Legislative Services Division, 3rd Floor, Waterloo City Centre, 100 Regina St. S., Waterloo, P.O. Box 337 Station Waterloo, Waterloo, ON N2J 4A8 with attention to Kevin Gerlach (519-747-8704 or [committees@waterloo.ca](mailto:committees@waterloo.ca)).

The City of Kitchener and the City of Waterloo are committed to an equity-driven, inclusive, accessible, and barrier-free recruitment and selection process, and to ensuring our workforce reflects the full diversity of the community we serve. We welcome applications from Indigenous, Black, racialized and 2SLGBTQ+ persons, as well as other equity deserving groups.

We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact Human Resources at [recruitment@kitchener.ca](mailto:recruitment@kitchener.ca), or 519-741-2200 ext. 7261 to make your needs known, so that we can support your full and equal participation throughout the hiring process.

We appreciate the interest of all applicants. Only candidates whose skills, experience and qualifications meet the requirements of the position will be contacted.

**Location: City of Kitchener and City of Waterloo (in person and virtual)**

**Compensation: Remuneration shall be paid at a rate to be approved by Council**