



Call for Expressions of Interest

Hearing Officer – AMP System

(Administrative Monetary Penalty System)

Posting #: 2026 – 15

Part-time: on an as-needed basis

Negotiated Per Diem rate

Location: Hamilton Township Office

The Township of Hamilton is a vibrant rural community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for a newly created role of **Hearing Officer – Administrative Monetary Penalty System (AMPS)**. This role calls for an experienced, qualified individual who is available to work on an as-needed basis. Eligible candidates for the Hearing Officer position are selected by interview for appointment in accordance with the *Township of Hamilton Administrative Monetary Penalty System Bylaw*.

Position Summary:

The Township of Hamilton operates a customer focused dispute resolution program for contraventions of certain bylaw offences. Individuals who contravene designated provisions of Township by-laws may receive a Penalty Notice which is to be processed under the Corporation's system of Administrative Monetary Penalties. The Hearing Officer is responsible for the resolution of disputes among parties appearing before them pursuant to the *Administrative Monetary Penalty System Bylaw*, and Section 102.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act"), and O. Reg. 333/07 made under that Act through a variety of dispute resolution methods including mediation and adjudication of disputes by rendering written/oral decisions.

Responsibilities:

- Make decisions on whether to vary administrative penalty amounts and/or time to pay administrative penalties in accordance with the Township by-laws, regulations, and associated policies, procedures, and guidelines (Rules of Practice).
- Conduct hearings in accordance with the *Statutory Powers Procedure Act, 1990* ensuring equal access, fair treatment, and due process for all parties.
- Make rulings and issue oral and written decisions relating to Township by-laws and regulations that are independent and free of influence.
- All decisions made by Hearing Officers are deemed final and binding, and hearings may be conducted in-person, virtually or in writing.
- Issue decisions in a timely manner, within the time limits established by the Township.
- Participate in initial training and stay current in the field by engaging in ongoing professional development, participate in scheduled ad-hoc meetings, as well as participate in committees and work groups related to the work of the Hearing Officer, as required.
- Participate in meetings, training, mentoring sessions and in committees established for the administration of the Hearing Officers' role.
- Comply with policies and practices set out by the Township to meet financial accountability and administrative requirements.
- Work constructively and contribute to a collegial atmosphere by sharing knowledge, time, and experience with other AMPS staff.
- Maintain positive, productive, and appropriate relationships with stakeholders and all parties involved in the process.
- Deal with conflict and diverging interests while maintaining decorum, due process, and professional and respectful interactions among all participants.

Responsibilities – cont'd:

- Recognize and deal appropriately with situations that may involve an issue of bias or conflict of interest, in accordance with the Code of Conduct and Conflict of Interest rules/policies.
- Act with integrity and honesty. Actions are guided by the best interests of the Township and the public with an overarching principal of customer service excellence.

Qualifications:

- Preferably, a member of the Society of Ontario Adjudicators and Regulators (SOAR) and/or the Law Society of Ontario (SLO) in good standing.
- Demonstrated knowledge and experience with respect to adjudicative processes, including conducting trials or hearings for a tribunal or court.
- Formal training and experience in mediation and alternative dispute resolution.
- Experience in interpreting and applying, appropriate legislation, the *Statutory Powers Procedure Act, 1990* and any related law.
- Knowledge of access to information and privacy legislation (*Freedom of Information and Protection of Privacy Act, R.S.O. 1990*)
- 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 deal courteously and effectively with staff, stakeholders, 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 and mental abilities.
- Understanding of the professional, institutional and community context within the Township of Hamilton.
- Demonstrated knowledge in use of computer software including Microsoft Office Suite (Word, Excel, MS Teams, Outlook etc.)
- Has the flexibility to provide services on an as-needed part-time basis, as required. Hearing schedules will be determined in consultation.

Please note: *After reviewing the qualifications listed above, we want you to know that we understand you may not meet all the qualifications described, but we still encourage you to apply, as you may have other relevant expertise and experience that you can bring to the role.*

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of hr@hamiltontownship.ca by 4 pm on Friday, October 30, 2026.

The Township of Hamilton does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment process. All applications are reviewed and assessed by Human Resources and the hiring manager.

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.