

## Administrative Monetary Penalty System (AMPS)

### **Screening Review Officer and Hearing Review Officer Responsibilities and Qualifications**

#### **Screening Review Officer Responsibilities**

- all powers of review and power of decision in the review of an administrative penalty, as set out in the AMPS by-law
- power of decision to extend the time to request a review of an administrative penalty, upon proper application, and in accordance with established AMPS policy, procedures and guidelines
- power of decision to affirm, cancel, reduce or extend the time for payment of an administrative penalty, in accordance with established AMPS policy, procedures and guidelines
- review all materials filed with each application they hear
- conduct mediations, where appropriate
- preside over screening reviews and render decisions based on the information presented
- attend business meetings and training sessions, as required

#### **Screening Review Officer Qualifications**

In addition to the eligibility requirements of the Citizen Appointments Procedure, the following additional qualifications shall apply:

- must be knowledgeable in the fields of municipal law and/or municipal law enforcement in the Province of Ontario
- experience in adjudication and mediation
- knowledge and/or experience with the City of Brampton's traffic and parking by-laws
- excellent listening skills and the ability to analyze complex information received
- sound judgement, tact, fairness, and decorum
- ability to issue clear and concise decisions
- demonstrated high ethical standards and integrity
- ability to work under pressure to ensure timely decisions
- respect for access to justice, diversity, and accommodation
- demonstrated leadership and administrative skills
- demonstrated ability to work effectively with others
- computer proficiency

#### **Per Diem**

\$400

## **Hearing Review Officer Responsibilities**

- all powers of review and power of decision in the review of a Screening Decision, as set out in the AMPS by-law
- power of decision to extend the time to request a review of a Screening Decision, upon proper application, and in accordance with established AMPS policy, procedures and guidelines
- power to conduct a hearing in accordance with the *Statutory Powers and Procedures Act*, including not making any decision respecting a review of a Screening Decision unless the Person (with the Penalty Notice) and the City have an opportunity to be heard at the scheduled hearing of the review
- power of decision to affirm the Screening Decision, or cancel, reduce or extend the time for payment of an administrative penalty, in accordance with established AMPS policy, procedures and guidelines, with any such decision being final
- review materials filed with each application they hear;
- conduct mediations, where appropriate
- preside over hearings and render written decisions based on the information presented
- attend business meetings and training sessions, as required.

## **Hearing Review Officer Qualifications**

In addition to the eligibility requirements of the Citizen Appointments Procedure, the following additional qualifications shall apply:

- must be knowledgeable in the fields of municipal law and/or municipal law enforcement in the Province of Ontario
- experience in adjudication and mediation
- knowledge and/or experience with the City of Brampton's traffic and parking by-laws
- excellent listening skills and the ability to analyze complex information received
- sound judgement, tact, fairness, and decorum
- ability to issue clear and concise decisions
- demonstrated high ethical standards and integrity
- ability to work under pressure to ensure timely decisions
- respect for access to justice, diversity, and accommodation
- demonstrated leadership and administrative skills
- demonstrated ability to work effectively with others
- computer proficiency

## **Per Diem**

\$500