

# **Request for Expression of Interest to provide Screening Officer Services**

## **Introduction:**

The Township of Huron-Kinloss is seeking contract services for a Screening Officer. The Screening Officer will review information and evidence in relation to monetary penalty notices that have been issued as part of the Township of Huron-Kinloss Administrative Monetary Penalty System (AMPS). After reviewing all relevant information and conducting a screening hearing, the screening officer will make a decision on the matter.

## **Scope of Work**

The Screening Officer will:

- Examine the provided case file prior to Screening Review.
- Conduct screening reviews by email, phone, in person or virtually ensuring equal access, fair treatment, and due process for all parties.
- Make decisions which are independent and free from outside influence, on whether to confirm, vary or cancel administrative penalty amounts and/or time to pay administrative penalties in accordance with the AMPS By-law and associated policies, procedures and guidelines, and
- Communicate Screening Review clearly and effectively, both verbally and in writing.

## **Qualifications**

- 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;
- Preferably a member of Society of Ontario Adjudicators and Regulators (SOAR) and/or the Law Society of Ontario (LSO);
- 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, 2001*, *the Provincial Offences Act, 1990* and *the Statutory Powers Procedure Act, 1990*;
- Demonstrated knowledge in use of computer software including Microsoft Office (Word, Excel) and Adobe; and

- 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;

The Screening Officer must be flexible to provide services on an as-needed basis dependent on amount of requested Screening Reviews for AMPS. The contract will be for one year with the possibility for renewal.

### **Submission Requirements:**

Please submit your proposals in accordance with the following guidelines:

1. Company Overview: Provide a brief overview of your company, including relevant experience in conducting hearings and other adjudicative processes.
2. Proposed Approach: Detail your methodologies for conducting hearings, evaluation of evidence and concluding on case matters.
3. Qualifications: Highlight the qualifications and experience of key personnel who will be involved in the project.
4. References: Provide references from previous clients for similar projects.
5. Cost Proposal: Include a detailed breakdown of costs associated with providing the requested services.

### **Submission Deadline:**

Proposals must be submitted no later than May 10, 2024, to [hfalconer@huronkinloss.com](mailto:hfalconer@huronkinloss.com). Please contact Heather Falconer, Municipal By-Law Enforcement Officer for further information or inquiries.

We look forward to receiving your proposals.

Sincerely,

Heather Falconer  
Municipal By-Law Enforcement Officer  
Township of Huron-Kinloss