



## **THE CORPORATION OF THE TOWNSHIP OF JOLY**

### **Request for Proposal**

**Hearing Officer Services-**

**Administrative Monetary**

**Penalty System (AMPS)**

Request for Proposal No:	RFP 2026-01
Date Issued:	December 3, 2025
RFP Closing date and Time:	Wednesday January 7, 2026 at 2:00pm
Awarded:	Tuesday January, 13 <sup>th</sup> , 2026 at 5:30pm Council Meeting
Contact Person:	Katey Brimacombe – Deputy Clerk Treasurer Township of Joly 871 Forest Lake Road PO Box 519 Sundridge, ON P0A 1Z0 <a href="mailto:office@townshipofjoly.com">office@townshipofjoly.com</a> , (705) 384-5428

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Lowest or any proposal not necessarily accepted.  
Late proposals will not be accepted.

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## **1. About The Township of Joly**

The Township of Joly was incorporated in 1878 and is located within the picturesque Almaguin Highlands in the District of Parry Sound. Joly is just east of the Village of Sundridge and abuts the Township of Strong. The world famous Algonquin Park lies a few kilometers from the township's eastern border. Joly has an abundance of natural beauty found in its many lakes, rivers and trails that can be enjoyed throughout the year. Joly has a public beach at Lynch Lake and a public boat launch on Forest Lake.

## **2. Background**

The Township of Joly ("the Township") is seeking proposals from qualified and experienced individuals or firms to provide Hearing Officer services for the Township's Administrative Monetary Penalty System (AMPS). The Hearing Officer will conduct independent, impartial, and procedurally fair reviews of administrative penalties issued under applicable municipal by-laws.

This RFP outlines the Township's requirements and evaluation process. The Township invites interested proponents to submit a proposal demonstrating their qualifications, experience, methodology, and fees.

The Township of Joly has adopted or is in the process of adopting an Administrative Monetary Penalty System (AMPS) as an alternative to the traditional Provincial Offences Act (POA) system. The goal of the AMPS program is to enable timely, efficient, and fair resolution of by-law violations, including but not limited to:

Animal control

Throwing, Placing, or Depositing of Refuse or Debris

Licensing

Other municipal regulatory by-laws as adopted by Council

As per Ontario legislation, a municipal Hearing Officer must be appointed by Council bylaw review decisions from Screening Officers when a person requests a further review



### 3. Scope of Work

The successful proponent will perform the duties of a **Hearing Officer**, including:

#### 3.1 Core Responsibilities

- Conduct independent hearings in accordance with the Township's AMPS by-laws and provincial legislation.
- Review all evidence, submissions, and materials relevant to each appeal.
- Make fair, unbiased, and timely decisions based on the preponderance of evidence.
- Issue written decisions with reasons, in accordance with legislated and municipal requirements.
- Maintain confidentiality and follow all applicable privacy and records-management laws.
- Ensure proceedings are conducted with respect, professionalism, and procedural fairness.

#### 3.2 Administrative Responsibilities

- Maintain availability for hearings (in-person or virtual).
- Coordinate with Township staff regarding scheduling and documentation.
- Submit invoices in accordance with the agreed-upon fee structure.
- Participate in training or orientation sessions as required.

### 4. Qualifications & Experience

Proponents must demonstrate expertise and capacity in:

- Administrative law, regulatory enforcement, or quasi-judicial decision-making
- Knowledge of Ontario municipal legislation, including the Municipal Act, AMPS regulations, and by-law enforcement processes
- Experience serving as an arbitrator, mediator, adjudicator, provincial offences prosecutor/defence lawyer, or similar role
- Strong analytical, communication, and decision-writing skills
- Independence from the Township, with no conflicts of interest



Preference may be given to candidates with:

- Previous experience as a Hearing Officer in other Ontario municipalities
- Legal training or law degree (LL.B/J.D.)
- Certification or training through bodies such as SOAR, ADRIO, or similar organizations

## **5. Term of Contract**

The term is expected to be two (2) years, with the option to extend for up to two (2) additional one-year periods at the Township's discretion.

## **6. Proposal Submission Requirements**

Proposals must include:

1. **Cover Letter** – Introduction of the proponent and understanding of the project
2. **Proponent Profile** – Name, address, qualifications, experience
3. **Experience Summary** – Relevant adjudicative or administrative law experience
4. **Approach & Methodology** – How hearings will be conducted and decisions rendered
5. **Fee Schedule** – Proposed hourly rate or per-hearing rate, and any additional costs
6. **Conflict of Interest Statement**
7. **References** – Minimum of three relevant references
8. **Availability** – Expected scheduling limitations or preferences



## 7. Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Qualifications & Relevant Experience	40%
Approach & Understanding of AMPS	25%
Fee Structure	20%
References	10%
Completeness & Quality of Proposal	5%

The Township reserves the right to interview shortlisted candidates

## 8. CONTRACT & PAYMENT

The successful proponent will enter into a service agreement with the Township of Joly. Payment will be based on the approved fee schedule, subject to budget availability. Payments will be issued via cheque upon receipt of invoice for work completed

## 9. SUBMISSION INSTRUCTIONS

## 10. INQUIRIES

All inquiries regarding this RFP must be submitted in writing to:

Name: Katey Brimacombe  
Title: Deputy Clerk/Treasurer  
Email: [office@townshipofjoly.com](mailto:office@townshipofjoly.com)

No verbal inquiries will be considered.



## **11. RIGHTS OF THE TOWNSHIP**

The Township reserves the right to:

- Reject any or all proposals
- Accept any proposal in whole or in part
- Waive informalities or irregularities
- Cancel or re-issue the RFP at any time
- Negotiate with any proponent following the evaluation process

This RFP consists of this document and any subsequent addenda (if issued).

## **12. Terms and Conditions of the RFP Process**

### **Proponents to Follow Instructions**

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable section numbers of the RFP where that request is made.

### **Communication After Issuance of RFP**

### **Proponents to Review RFP**

Proponents shall promptly examine all of the documents comprising this RFP and

1. Shall report any errors, omissions or ambiguities; and

2. May direct questions or seek additional information by email, on or before the Proponent's Deadline for Questions to the Municipality's Contact. No such communications are to be directed to anyone other than the Municipality's Contact. The Municipality are under no obligation to provide additional information but may do so at its sole discretion.



### **13. Municipality Contact for this RFP is**

Katey Brimacombe – Deputy Clerk Treasurer Township of Joly  
871 Forest Lake Road Sundridge, ON  
POA 1Z0  
705-384-5428  
[office@townshipofjoly.com](mailto:office@townshipofjoly.com)

#### **Alternative Contact**

Jennifer Martin – Municipal Administrator Township of Joly  
871 Forest Lake Road Sundridge, ON  
POA 1Z0  
705-384-5428

### **14. All New Information to Proponents by way of Addenda**

This RFP may be amended by an addendum in accordance with this section.  
If the Municipality, for any reason, determine that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda. Each addendum shall form an integral part of this RFP.

Such addenda may contain important information including significant changes to this RFP. It is the sole responsibility of the Proponent to register their intention to submit a proposal with the Municipality in order to be placed on the distribution list for any addenda. Proponents are responsible for obtaining all addenda issued by the Municipality. Proponents shall confirm their receipt of all addenda by including the Addenda Acknowledgement page (appendix B) by setting out the number of each addenda in the space provided.

Post-Deadline Addenda and Extension of Proposal Submission Deadline Monday January 5th at 4pm

If any addenda are issued after the Deadline for Issuing Addenda, the Municipality may at its discretion extend the Proposal Submission Deadline for a reasonable amount of time.

### **15. Submission of Proposals**

Proposals Submitted Only in Prescribed Manner

Proposals must be submitted by the following method: A Proponent must submit:

a) Proposal may be submitted via hard copy in person or in the mail, or electronic copy emailed to [office@townshipofjoly.com](mailto:office@townshipofjoly.com).

RFP Hearing Officer Services TWP Of Joly



b) Proposal package must be prominently marked with the RFP title, with the full legal name and return address of the Proponent, with the Proposal Submission Deadline date and time.

At any time prior to the Proposal Submission Deadline, a Proponent may amend or withdraw a submitted Proposal. The right of a Proponent to amend or withdraw a Proposal includes amendments or withdrawals wholly initiated by the Proponent and amendments or withdrawals in response to subsequent information provided by the Municipality.

Any amendment should clearly indicate what part of the Proposal the amendment is intending to replace.

Any amendment or notice of withdrawal must be submitted in the same manner as prescribed in this RFP for the submission of Proposals. Any amendment or notice of withdrawal submitted by any other method will not be accepted

#### **16. Proposal Irrevocable after Proposal Submission Deadline**

Proposals shall remain irrevocable in the form submitted by the Proponent for a period of sixty (60) days from the Proposal Submission Deadline.

The Municipality reserve the right to seek clarification and supplementary information from Proponents after the Proposal Submission Deadline. Any response received by the Municipalities from a Proponent shall, if accepted by the Municipalities, form an integral part of that Proponent's Proposal.

#### **17. RFP Incorporated into Proposal**

All of the provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proponent's Proposal.

Except where expressly set out to the contrary in this RFP, the Proposal and any accompanying documentation submitted by a Proponent shall become the property of the Municipality and shall not be returned.





### **18. Execution of Agreement**

The Municipality anticipate that a Proponent will be selected within 30 days of the Proposal Submission Deadline. Notice of selection by the Municipalities to the selected Proponent will be in writing. The selected Proponent shall execute the Agreement and satisfy any other applicable conditions of this RFP within 15 days of notice of selection.

### **19. Failure to Enter Agreement**

In addition to the Municipality other remedies, if a selected Proponent fails to execute the Agreement or satisfy any other applicable condition within 30 days of notice of selection, the Municipality may, in its sole discretion and without incurring any liability, rescind the selection of that Proponent.

### **20. Notification to Other Proponents of Award and Debriefing**

Once an Agreement is executed between the successful Proponent and the Municipality, the other Proponents will be notified by the Municipality Contact in writing via email.

### **21. Prohibited Communication and Confidential Information**

Any attempt on the part of any Proponent or any of its employees, agents, contractors or representatives to contact any person other than the Municipality's Contact with respect to this RFP, will be grounds for disqualification. For clarification and without limiting the generality of the foregoing, no attempt will be made to contact any member of the Municipality's Evaluation Team, Senior Leadership Team, elected officials or any expert or other adviser assisting the Municipality's Evaluation Team.

In such event, and without any liability, the Municipality may, in its sole discretion and absolute discretion, in addition to any other remedies available by law, disqualify the Proposal submitted by the Proponent.

### **22. Proponent Not to Communicate with Media**

A Proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any contract awarded pursuant to this RFP without first obtaining the written permission of the Municipality.



### **23. Confidential Information of the Municipality**

All information provided by or obtained from the Municipality in any form in connection with this RFP either before or after the issuance of this RFP:

- a) Is the sole property of the Municipalities and must be treated as confidential;
- b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Agreement;
- c) Must not be disclosed without prior written authorization from the Municipality; and
- d) Shall be returned by the Proponents to the Municipalities immediately upon the request of the Municipality.

### **24. Subject to Municipal Freedom of Information and Protection of Privacy Act**

Information provided by a Proponent may be released in accordance with the Municipal Freedom of Information and Privacy Act R.S.O. 1990, c.M 56, as amended. A Proponent shall identify any information in its Proposal or any accompanying documentation for which confidentiality is to be maintained by the Municipality.

The confidentiality of such information will be maintained by the Municipality, except where an order by the Information and Privacy Commission or a court requires the Municipalities to do otherwise.

### **25. Rights of the Municipality**

In addition to any other expressed rights or any other rights which may be implied in the circumstances, the Municipality reserve the rights to:

- a) Make public the names of any or all Proponents;
- b) Request written clarification or the submission of supplementary written information from any Proponent;
- c) Waive formalities and accept Proposals which substantially comply with the requirements of the RFP;
- d) Verify with any Proponent or with a third party any information set out in a Proposal;
- e) Check references other than those provided by any Proponent;
- f) Disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information;
- g) Disqualify any Proponent or the Proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- h) Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- i) Accept or reject a Proposal if only one Proposal is submitted;
- j) Select any Proponent other than the Proponent whose Proposal reflects the lowest cost to the Municipality;
- k) Cancel this RFP process at any stage;



- l) Cancel this RFP process at any stage and issue a new RFP for the same or similar service;
- m) Accept any Proposal in whole or in part, provided that doing so complies with the Municipalities' Procurement Policies and other applicable laws;
- n) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal;
- o) Reject any or all Proposals in its absolute discretion; and the Municipality shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from the Municipality exercising any of its express rights under this RFP or exercising any rights which may be implied in the circumstances.

By submitting a Proposal, the Proponent authorizes the collection by the Municipality of the information set out under (d) and (e) in the manner contemplated in those subparagraphs.

#### Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.



## Signing Page (Appendix A)

### **All responses should be signed**

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#### **Request for Proposal (RFP) Hearing Officer Services- Administrative Monetary Penalty Systems (AMPS)**

I/We certify that the information provided in this RFP Response Document is true and complete.

I/We declare that no employee of the Township of Joly is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipalities' representatives, relative to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

Legal Name:	
Respondent's Signature:	
Respondent's Printed Name:	
Email:	
Phone:	
Address:	



ATTACH THIS LABEL SHEET TO THE FRONT OF YOUR PROPOSAL ENVELOPE/ EMAIL PACKAGE SUBMISSION

**PROPOSAL TO BE RETURNED TO:**  
**Township of Joly**

**Attn: Katey Brimacombe Deputy Clerk Treasurer**  
**871 Forest Lake Road**  
**PO BOX 519**  
**SUNDRIDGE, ON P0A 1Z0**

**office@townshipofjoly.com**

**RFP 2026-01**  
**Request For Proposal: Hearing Officer Services – Administrative**  
**Monetary Penalty Systems (AMPS)**

Proponent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

For Office Use Only

Date and Time Received: