



EMPLOYMENT OPPORTUNITY

Secretary Treasurer Committee of Adjustment

Planning and Building Services - CUPE Local 157

THIS IS A TEMPORARY POSITION FOR APPROXIMATELY EIGHTEEN (18) MONTHS

Duties and Responsibilities:

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Organize, direct and participate in the processing of applications to the Committee of Adjustment for minor variances and consents, including responsibility for:
 - Receiving and checking of applications and determining their eligibility and that pertinent details are shown;
 - Preparation and dispatch of appropriate notices of applications and the scheduling of Hearings;
 - Preparation of data for, and the briefing, of the Committee in respect to applicable City policy and appropriate procedures under The Planning Act;
 - Preparation and distribution of Committee decisions as required under the pertinent regulations of The Planning Act;
 - Processing of appeals to the Ontario Municipal Board;
 - Preparation of the annual budget for the Committee for the approval of the Director of Planning Services; and
 - Preparation and circulation of statistical reports.
- Organize, direct and participate in the processing of applications of appeal to the Property Standards Appeal Committee, including responsibility for:
 - Receiving and checking of applications to ensure that all pertinent information has been indicated and that the appeal has been filed properly;
 - Preparation and dispatch of appropriate notices and the scheduling of hearings;
 - Collection of appropriate information and the briefing of the Committee on each application;
 - Preparation and distribution of the committee's decisions; and processing of appeals to the County Court on appeals from the Committee's decision.
- Preparation of development application summaries.
- Research assigned projects, prepare background and do preliminary analysis, including field investigations, which will be used in the development of planning policies for the municipality.
- Prepare required reports and recommendations with respect to Niagara Escarpment Commission applications.
- Assist in the organizing and conducting of public meetings.
- Provide information to the public on the Corporation's planning policies, decisions, legislation and mapping.
- Assist in the maintenance of planning information for the AMANDA system.
- Perform other similar and related duties as required.

Position Requirements:

- College diploma in Urban Planning or Public Administration.
- Two (2) years of progressively responsible experience in a municipal environment.
- A comprehensive knowledge of the relevant provisions of The Planning Act and the Ontario Municipal Act, procedures of the Ontario Municipal Board and the Corporation by-laws on zoning and property standards.
- Working knowledge of AMANDA, or similar systems, and Microsoft Office and other related computer software programs.
- An aptitude for detail, accuracy and precision.
- Good communication skills, both verbal and written.
- Proven completion of Ministry of Labour Worker Health and Safety Awareness training.
- A demonstrated commitment to enhancing a safety culture.

CUPE 157 Pay Group 8 – Minimum \$61,354 annually; Maximum \$68,897 annually

Expected Work Location: City Hall, 50 Church Street

Hours of Work: Currently Monday – Friday; 8:30 AM – 4:30 PM

Applications will be accepted online at www.stcatharines.ca/jobs. Please reference the recruitment number **2022-143** in your cover letter. Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.