



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 37
Position:	Secretary to the Committee of Adjustment
Type of Vacancy:	Permanent
Division:	Planning, Building and Development
Location:	Wayne Thomson Building (4343 Morrison Street, Niagara Falls)
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm 4-day compressed work week option available (35 hours per week)
Salary/Wage Range:	\$37.70 to \$39.12 per hour plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	May 21, 2025
Closing Date:	June 13, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs. Applications must be submitted online and will be accepted until **4:00 pm on June 13, 2025**.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest; however, only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION:

Secretary-Treasurer to the Committee of Adjustment

POSITION SUMMARY:

Administers the Committee of Adjustment function pursuant to the requirements of the Planning Act, responds to minor variance and consent enquiries, and prepares reports for minor variances, consents and other matters for Committee of Adjustment.

DIVISION / DEPARTMENT:

Planning, Building and Development

RESPONSIBLE TO:

Senior Manager of Current Development

SUPERVISES:

N/A

EQUIPMENT & TOOLS USED:

General office equipment, CityView, printer, digital camera, computer and related software.

WORKING CONDITIONS:

90% standard office environment, 10% site visits.

RESPONSIBLE FOR:

1. Reviews and processes applications for minor variance, enlargement of legal non-conforming uses, change of use (similar/more compatible), clarification of general terms and consents (severance, easements, discharge of mortgage, etc.).
2. Writes notices, schedules meetings and prepares committee agendas, co-ordinates mailing lists according to procedures.
3. Analyzes applications and writes reports on minor variances, consents and other reports for the Committee, as assigned. Presents reports to the Committee.
4. Implements Committee of Adjustment decisions, ensures conditions are fulfilled and issues clearances. Certifies survey of consent as final, stamps deeds and issues final certificate of consent. Processes appeals to the Ontario Land Tribunal.
5. Provides procedural advice to the Committee of Adjustment and general public with respect to zoning by-law matters, legislative requirements, regulations and procedures verbal and in writing.
6. Creates, processes and maintains files for Committee of Adjustment applications. Records and transcribes minutes and decisions of the Committee of Adjustment. Processes all fees and disbursements for the Committee of Adjustment.
7. Assesses Building Permit Applications and development applications for small to medium scale projects and development applications and provides zoning compliance comments. Signs off on zoning matters for business and liquor licenses.

8. Responds to zoning inquiries, in writing, in person, or by telephone. Prepares Zoning Compliance Letters. Updates and maintains office consolidation of the zoning by-law.
9. Notarizes affidavits, certificates and applications for Planning & Development and, as assigned, for the City.
10. Assumes the duties of the Zoning Administrator as assigned.

POSITION REQUIREMENTS:

- Minimum three (3) year university degree in Geography or Planning.
- Designation related to Planning such as CIP, RPP and/or Completion of Primer on Planning Course an asset.
- At least one (1) year related experience in Planning and Development.
- Class "G" driver's license.
- Working knowledge of municipal zoning by-laws, Committee of Adjustment procedures and relevant Planning Act legislation. General understanding of Official Plan as it relates to zoning by-law interpretation and Committee of Adjustment applications. Ability to read and interpret site drawings, surveys, architectural plans, legal descriptions and legislation.
- Excellent communication, organization and interpersonal skills. Must be able to work independently within legislated guidelines and corporate policy.
- Works well under pressure and tight deadlines. Must regularly balance requests by applicants and deadlines in the Act.