
POSITION TITLE: SECRETARY TREASURER - COMMITTEE OF ADJUSTMENT

DEPARTMENT: GROWTH

DIVISION: PLANNING SERVICES

SECTION:

GENERAL SUPERVISOR: SUPERVISOR PLANNING SERVICES

AFFILIATION: C.U.P.E. Local 87

GROUP: 10

POSITION SUMMARY: Under the general supervision of the Supervisor, provides administrative support to the Committee of Adjustment and participates in the activities of the Planning Services Division.

MAJOR RESPONSIBILITIES:

1. Performs all of the statutory functions relating to the Committee of Adjustment as its Secretary Treasurer, ensuring that all legislative requirements under the appropriate legislation are followed, and acts as recording Secretary at Committee meetings.
2. Provides general information, guidance and assistance to applicants of the Committee of Adjustment.
3. Prepares various agreements that may be required as conditions of Committee of Adjustment Approvals.
4. Undertakes a broad spectrum of projects relating to planning activities and policy development.
5. Provides information to the public and the development community on matters relating to land use planning.
6. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Degree in planning; and at least two years of land use planning experience; or
- Degree in a related discipline (i.e. geography) combined with two years of related land use planning experience preferably in a municipal environment; or
- Degree in an unrelated discipline (i.e. history, political science, architecture, communications, business administration, etc.) combined with three years of related land use planning experience preferably in a municipal environment; or
- College diploma in real estate law (i.e. law clerk) or planning technology with five years of planning technician experience or real estate law clerk experience; or
- Equivalent combination of education and experience
- Must have a working knowledge of the Ontario *Planning Act* and other related provincial legislation

Skills/Abilities:

- Ability to work effectively as a member of a team is required
- Must possess strong oral and written communication skills

CONDITIONS OF EMPLOYMENT:

- Must be able to obtain the authority to act as Commissioner of Oaths for the Corporation
- Will be required to work after regular working hours on occasion
- May be required to travel to various work locations and provide own transportation

PREPARED BY:	M. SMITH	APPROVED BY:	M. PANIZZA
EFFECTIVE DATE:	SEPTEMBER 18, 2000	SUPERSEDES	JANUARY 6, 1989
HOUSEKEEPING:	JANUARY 14, 2002 (DEPARTMENT) MARCH 20, 2006 (POSITION TITLE) OCTOBER 1, 2009 (RE-ORG) JULY 1, 2014 (REORG) OCTOBER 29, 2018 (SUPERVISOR TITLE CHANGE) DECEMBER 1, 2018 (CVOR) JUNE 1, 2022 (REORG) JULY 4, 2023 (REORG) NOVEMBER 4, 2024 (REORG) JANUARY 28, 2026	DATE:	(Assistant Secretary – Committee of Adjustment) JUNE 24, 1980 (Secretary – Committee of Adjustment)

FOR HUMAN RESOURCES USE ONLY			
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	Technical/Professional	E	Administrative
	Managerial		Trades
	Operations		