



## **Secretary Treasurer Committee of Adjustment / Council Committee Services Coordinator**

### **People, Place, Prosperity**

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

### **Job Profile**

There is an opening for a Committee of Adjustment Secretary Treasurer / Council Committee Services Coordinator within the Corporate Services Department, Clerk's Division. This position is responsible for the following duties:

### **What you will be doing**

#### **Committee of Adjustment:**

- Accountable for the administration of the minor variance and consent application processes which includes preparation, co-ordination, and distribution of all breakdown reports, agendas, minutes, resolutions, motions, reports, and decisions for all Committee of Adjustment Minor Variance and Consent applications
- Receive all public requests to speak to Committee of Adjustment
- Receive, review, and circulate applications, schedules meetings, and notifies required individuals and agencies in accordance with the regulations of the Planning Act
- Enters all Committee of Adjustment applications into AMANDA, circulates applications for comment and tracks all related deadlines
- Prepare and circulate Notice of Hearing and Notice of Application for Minor Variance and Consent Applications to ensure legislative compliance
- Clear Committee/staff conditions for provisional consents and issue final consents, including reviewing the accuracy of reference plans prior to issuing certificate
- Track appeal periods for Minor Variance and Consent applications and prepares decisions and appeal packages for the OLT
- Track and respond to all Committee of Adjustment appeals to the Ontario Land Tribunal (OLT).
- Attend Committee of Adjustment meetings and provide procedural advice and training to members to ensure that meetings are run in a professional manner.
- Receive and review formal submissions for Minor Variances and Consents for completeness in accordance with the Planning Act and municipal requirements.
- Liaise with Committee Chair on terms of reference, annual workplan, meeting format, training, and ensure all Committee members are aware of and follow related corporate policies
- Handle confidential matters regarding land purchases or legal issues affecting assets, records, or liabilities of the municipality
- Assist with coordination of interviews and selection process of potential candidates for membership in line with the municipal election cycle or as required upon vacated Committee positions

- Provide procedural advice to the Committee to ensure meetings run in a professional manner and maintain the City's Procedure By-law
- Communicate with the public, City Divisions/Departments, external agencies, Committee members and Council about the role of Committee of Adjustment, related legislation and processes
- Responsible for website updates

**Council, Standing Committees and Citizen Advisory Committees:**

- Acting as a back-up for Council and Standing Committee Meetings
- Assisting with the coordination of Council meeting delegations within the required timeframe
- Provide support to Citizen Advisory Committees
- Provide administrative customer service support in the daily functions of the Clerk's Office
- Form part of the municipal elections support team in the delivery of municipal elections
- Communicate with the public, City Divisions/Departments, external agencies, Committee members and Council about legislation and processes
- Act as a Commissioner for Taking Oaths and Affidavits and Deputy Issuer/Deputy Division Registrar for Burial Permits and Civil Marriage Ceremonies

**Education**

Undergraduate Level - Three years or equivalent in Political Science or similar.

Post-secondary diploma in Planning, Public Administration, or related field with courses in Planning, Municipal Law or administration is an asset.

**Experience and Knowledge**

- Three years of experience in a related role including minute taking and interpreting political decisions accurately in a local Government environment at the Committee and Council level.
- Knowledge of legislation pertaining to local government, and in particular, the Municipal Act, Planning Act, Statutory Power Procedures Act, and the Municipal Elections Act is preferred.
- Training in or familiarity with Robert's Rules of Order is preferred.
- Completion or enrolled in the Municipal Administration Program and/or Municipal Primer on Planning Course is preferred.
- Excellent verbal and written communication and interpersonal skills, with the ability to deal courteously and effectively with all levels of staff and the public; discretion and good judgement when handling confidential/sensitive information.
- Highly organized with time-management and multi-tasking skills and ability to meet mandated legislative deadlines and to work independently.
- Excellent conflict resolution skills.
- An aptitude for detail, accuracy, and precision.
- Demonstrated ability to read and interpret legislation.
- Ability to work in and encourage a team-oriented environment, including cross-training.
- Competency in various computer software programs including Microsoft Office (Outlook, Word, Excel, PowerPoint) Adobe, Voterview, ArcView GIS, eSCRIBE and AMANDA software applications is preferred.
- Knowledge and proficiency with accessible document preparation and website design (e.g. WCAG 2.0) is an asset.
- Ability to work outside regular business hours as required.
- Knowledge of the Cambridge community is an asset.

**We will ask you for these items if you are hired**

Proof of your current and valid certificate(s) and/or educational qualifications.  
Worker Health and Safety Awareness Training certificate from the Ministry of Labour. (may be obtained post offer)  
Valid G driver's license.

### **Your compensation**

This position is within Grade 7 of the inside workers union Salary Schedule and has an annual salary range of \$68,086 - \$72,363. Comprehensive benefits package included. Enrolment in Ontario Municipal Employees Retirement System (OMERS).

### **Hours of work**

The current regular hours of work are in accordance with the collective agreement are 8:30 AM to 4:30 PM, Monday to Friday (35 hours per work). Some evening work is required each month in support of Council and Committee members which occur outside of core hours. Overtime is outlined in the Collective Agreement.

### **Advertisement expiration date**

Interested candidates should apply at [www.cambridge.ca/careers](http://www.cambridge.ca/careers). This posting will close on November 6, 2024.

### **Accommodation needs and protection of privacy**

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact [HRServices@Cambridge.ca](mailto:HRServices@Cambridge.ca) to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.