

## Job Title: Assistant Sec/Treasurer Committee Of Adjustment

### Assistant Secretary/Treasurer Committee of Adjustment

Posting Id	3330
Department	Planning and Building Services Department
Division	Development Planning
Section	Committee of Adjustment
Job Grade	SEA35 Grade 5
Rate of Pay	\$76,538.00 - \$90,043.00 Annual
Job Type	Permanent Full Time
Employee Group	SEA
Replacement/New Position	Replacement for Existing Vacancy
Posting Type	Internal and External
Posting Date	05/04/2026
Application Deadline	05/18/2026

#### Position Summary

Reporting to the Manager of Development Zoning and Committee of Adjustment and working in collaboration with the Secretary-Treasurer, the Assistant Secretary/Treasurer - Committee of Adjustment provides administrative, technical, and procedural support to the Committee of Adjustment by reviewing and processing applications for consent and minor variances pursuant to the Ontario Planning Act requirements and the City's policies and procedures. The role supports statutory compliance, customer service excellence and provides backup support to the Secretary-Treasurer in their absence.

#### Key Duties and Responsibilities

- Responsible for the administration of Committee of Adjustment (COA) applications including:
  - Receiving Committee of Adjustment applications, reviewing applications for completeness and accuracy, processing payments, and circulation of applications and associated documents/plans for review and comment as appropriate;
  - Draft correspondence, notices, notices of decisions, co-ordinate staff reports, establish and maintain procedures to facilitate application processing in accordance with legislative requirements;
  - Manages all forms, templates and website updates;
  - Update and manage the development tracking system (EPL) for Committee of Adjustment applications;
  - Create and maintain divisional filing system (physical and digital);
- Assist in responding to Committee of Adjustment enquiries via phone, email, and in-person from the public, staff or members of Council regarding Committee of Adjustment applications and processes;
- Set up Council Chambers for Committee of Adjustment hearings; attend and transcribe proceedings into minutes; and provide procedural advice/and respond to questions to Committee Members on Committee of Adjustment matters;
- Assist with the creation of the annual schedule of hearings;
- Co-ordinate monthly meetings with City staff and outside agencies to discuss and address comments/issues with applications;
- Assisting with processing Ontario Land Tribunal appeals and prepare required notices and documentation for filing appeals;
- Assist with the preparation of clear and concise written decisions and conditions set out by the Committee in accordance with regulations and policies;

- Conduct research as required to prepare for Committee of Adjustment meetings and/or for continuous improvement initiatives to ensure Committee of Adjustment procedures maintain best practices and provide excellent service delivery;
- Assist with Committee Members orientation training;
- Perform all duties of the Secretary-Treasurer in their absence; and,
- Perform other duties as assigned.

## Education and Experience

- Successful completion of a minimum College Diploma in Planning, Public Administration, Legal studies or any other related discipline;
- Successful completion of the OACA "Primer on Planning" course;
- Membership with the Ontario Association of Committees of Adjustment and Consent Authorities (OACA) and accredited Secretary/Treasurer (ACST) or ACST(A) designation is an asset; and,
- 2 years relevant work experience in a municipal setting, with experience related to land use planning considered an asset.

## Required Skills/Knowledge

- Knowledge of, and experience with, interpreting legislative and procedural requirements relating to Committee of Adjustment, public meetings and application processes;
- Familiarity with Robert's Rules of Order;
- Experience reviewing surveys, reference plans, site plans and architectural drawings in addition to an understanding of zoning by-laws, the Planning Act, Official Plans and other applicable legislation;
- Experience transcribing meeting minutes;
- Proficient computer skills in Microsoft 365, eScribe, Zoom Webinar, EPL (or comparable development application tracking software, AMANADA, CityView etc.). Experience with other software such as Atrium, ABC Docs, or MConnect is an asset;
- Ability to attend Committee of Adjustment hearings after regular business hours;
- Ability to work independently and under pressure to meet legislative deadlines;
- Team player with strong customer service and organizational skills;
- Strong organization, prioritization and time management skills;
- Demonstrates good judgment and makes sound decisions;
- Demonstrated written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust;
- Takes initiative to participate in a culture of learning, mentoring, and sharing;
- Shows commitment to personal growth, development, and leadership opportunities;
- Shares new ideas and challenges the status quo;
- Contributes to building and being a part of a positive culture; and,
- Demonstrate the City's corporate values of care, collaboration, courage and service.

## Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

**Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the ['View Jobs for Current Employees'](#) link on the [City's Careers Page](#).**

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.