



**POSITION:** Planning Technician, Secretary Treasurer-Committee of Adjustment

**SUMMARY:** The Planning Technician will provide technical support and assistance to the Planner on planning applications and is responsible as the first point of contact for the Community and Development Services Department to respond to general planning inquiries from the public related to all Planning matters. This position acts as Secretary-Treasurer to the Committee of Adjustment.

**REMUNERATION:** The starting wage rate shall be \$28.02 (90% of the 2023 Collective Agreement rate in effect), increasing to \$31.91 after six months (2024 rate).

**START DATE:** Immediate to fill vacancy

**CORE DUTIES:**

- Provides information and professional advice to the public relating to development applications.
- Reviews building permit applications to ensure that development conforms to the Township's Zoning Bylaw provisions.
- Prepares and coordinates public and agency circulation information for development applications.
- Maintains records, plans and files respecting lands use and planning applications.
- Prepares maps, property information and exhibits for OLT hearings, public meetings, reports, and assists other Township departments with research requests.
- Generates and maintains computer mapping systems through the use of AutoCAD and GIS.
- Acts as a liaison between the Committee of Adjustment (COA) members and applicants, public and staff of the Township and other agencies.
- Attends public hearings as a recording secretary and provides technical support to Committee members regarding the imposition of conditions and other matters.
- Manages the functions of the Committee of Adjustment which includes statutory requirements regarding public notification of committee hearings, circulation of decisions and issuance of final certification for consent files.
- Schedules Committee of Adjustment hearings including attendance of hearing panel, prepares agendas, minutes and follow up correspondence.
- Attends Property Standards Appeal Committee meetings, provides minutes and decisions to concerned stakeholders.
- Responds to telephone, e-mail and in-person inquiries, communicates information, identifies issues and turns negative situations into positive ones.
- Performs other tasks as assigned by management.

**QUALIFICATIONS:**

- 3-5 years of related municipal experience with a thorough knowledge of municipal planning and Committee of Adjustment functions.
- Diploma in relevant Planning Technician Program.
- Membership and Completion of the Ontario Association of Committees of Adjustment and Consent Authorities (OACA) "Primer on Planning" course preferred.
- ACST designation (Accredited Secretary/Treasurer) preferred.
- Working knowledge of statutory requirements surrounding the Committee of Adjustment, including the Planning Act.
- Superior time management, organization and communication skills; excellent customer service skills are required.

Qualified candidates are invited to submit a resume with cover letter, in confidence, outlining how their relevant education, experience and achievements meets the above qualifications, to Lee Gudgeon, Manager of Human Resources. Only electronic applications will be accepted at <https://www.wainfleet.ca/careers>, by email at [careers@wainfleet.ca](mailto:careers@wainfleet.ca). **Posting will remain active until position is filled.**

**\* Please note:** External applicants will **only** be considered in the absence of qualified internal CUPE 1287-15 applicants.

The Township of Wainfleet is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, [hr@wainfleet.ca](mailto:hr@wainfleet.ca) if you need assistance. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.