



# EMPLOYMENT OPPORTUNITY

The Township of Muskoka Lakes is a progressive, growing, urban and rural municipality located in the District Municipality of Muskoka, home to approximately 6,500 permanent year-round residents and a sizable seasonal population. The Township offers both permanent and seasonal residents opportunities in recreation, leisure, tourism, culinary, culture, heritage, arts, sights, sounds and attractions, making it a great place to live, work and play!

## Committee of Adjustment Coordinator Permanent Full Time - Internal & External

Reporting to the Manager of Planning, the Committee of Adjustment Coordinator is responsible for the receipt, coordination and processing of applications for severance, concurrent severance/zoning bylaw amendments and minor variances.

### Position Responsibilities *(for additional requirements, please refer to job description)*

- Assume the role of Secretary/Treasurer for the Committee of Adjustment and perform statutory, assigned and delegated authority functions for the corporation.
- Process applications for severances, concurrent severances, zoning amendments and minor variances, by ensuring completeness of submitted information, reviewing property history to ensure compliance with the Planning Act, notifying neighbours and obtaining comments, providing an analysis of applications for consent, and making a decision on the file.
- Prepare and register consent agreements.
- Coordinate fulfilling conditions with external clients (i.e. surveyors, lawyers, applicants, agents, MPAC), and respond to inquiries on the files.
- Prepare Notices of Hearing and Decision as required by the Planning Act, including the key plan and appropriate maps.
- Prepare agendas and resolutions for the Committee of Adjustment and Planning Committee meetings, assist in coordinating applicant attendance at the meetings and manage the meeting in general.
- Review and comment on plans of survey to ensure compliance with the zoning by-law, working closely with the surveyor for clarification or further information.
- Review and approve deeds/consent certificates to ensure all conditions of the severance have been fulfilled, clarifying legal descriptions or wording with the lawyer as needed.
- Provide information and assistance to staff and other departments as required.
- Prepare and circulate required documentation within legislative requirements.
- Prepare and circulate septic information as required.
- Assist in data collection for Local Planning Appeal Tribunal hearings as required.
- Related duties as assigned.

### Summary of Desired Qualifications:

- Post secondary certificate in a related field (i.e. Planning, Legal, Business Admin, etc.).
- Municipal Administration Program or the Primer on Planning (AMCTO), would be an asset
- 2-3 years' experience in a related field
- A solid understanding of and technical expertise with respect to legislation, regulations, policy and related systems (i.e. Land Registry System).
- Technological proficiency, including GIS mapping, MS Word and Excel
- Proven ability to take initiative and make independent evaluations or recommendations.

Salary range for the position is \$51,000 - \$60,000 per annum based on experience.

Interested candidates are invited to submit their resume and cover letter no later than **May 16, 2021 online** at <https://www.muskokalakes.ca/content/employment-opportunities>

If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.