



Job Title: Secretary Treasurer - Committee of Adjustment

Competition Number: DEV-57-22	Department: Development & Emergency Services
Posting Category: Open	Division: Planning Services
Job Type: Full-Time	Affiliation: CUPE Local 87
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$2,034.21/Bi-Wk.	Max: CAD \$2,492.13/Bi-Wk.
Pay Band: 10	Number of Positions: 1
Effective Date: September 18, 2000	Supersedes Date: January 6, 1989
Posted Date: May 6, 2022	Post End Date: May 26, 2022

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources & Corporate Safety Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866

Application forms must reference the competition number and be submitted to Human Resources by 11:59 p.m. on the closing date.

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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 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 three years of land use planning 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