



## **Secretary-Treasurer, Committee of Adjustment & Consent**

### **Planning and Development**

#### **Position Summary**

Reporting to the Director, Development Review, this position is responsible for administering all aspects of the operation of the Committee of Adjustment and Consent in accordance with the Planning Act, Municipal Act, and Statutory Powers and Procedures Act. The position coordinates all minor variance and consent applications, conditions of approval, and appeals to the Ontario Municipal Board.

#### **Major Job Responsibilities**

- Provides full administration of the minor variance and consent application processes which includes preparation, co-ordination, and distribution of all agendas, minutes, resolutions, motions, reports, and decisions for all Committee of Adjustment and Consent and Property Standards Committee.
- Receives, reviews, and circulates applications, schedules meetings, and notifies required individuals and agencies in accordance with the regulations of the Planning Act.
- Prepares and circulates Notice of Hearings and Notice of Application for minor variance and/or consent applications to ensure legislative compliance.
- Tracks appeal periods for minor variance and consent applications and prepares decisions.
- Tracks and responds to all Committee of Adjustment appeals to the Local Planning Appeal Tribunal (LPAT).
- Responds to public and Council inquiries about the role and responsibility of the Committee of Adjustment.
- Clears Committee/staff conditions pertaining to provisional consents and issues final consents, including reviewing the accuracy of reference plans prior to issuing certificate
- Attends all COA and Consent meetings and provides procedural advice to ensure that meetings are run in a professional manner.
- Advises, consults, and liaises with applicants prior to submission of applications. Receives and reviews formal submission for minor variances and consents for completeness in accordance with the Planning Act and municipal requirements.
- Must communicate with the public, Town departments, and external agencies, Committee Members and Council to provide advice, information and to explain legislation and process.
- Provides administrative and procedural support for the Development Services department as needed.
- Monitors Committee budget with respect to honorariums, expense claims, purchases and revenues.
- Assist in the preparation of the Committee budget for the approval of the Committee and Council.
- Liaises with Committee Chair on terms of reference, annual work plan, meeting format, training, and ensures that all Committee members are aware of related corporate policies and follow these throughout the course of their work on the Committee.
- Maintains the development tracking system and updates all records of the Committee of Adjustment & Consent.
- Prepares the Local Planning Appeal Tribunal record of appeal submission documents for appeals including affidavits, submission forms, collection of staff reports, Committee agendas, minutes, and all other related materials.
- Maintains and administers the Commissioner of Oaths.
- Complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act.

#### **Education and Experience**

- Post-secondary diploma in Planning or related field with courses in Planning, Municipal Law, Administration or Zoning required.
- Post-secondary degree in Planning or related field preferred.
- Training in or familiarity with Robert's Rules of Order preferred.
- Completion or enrolled in the Municipal Administration Program, Municipal Primer on Planning program, and/or a designation related to planning such as Canadian Association of Certified Planning Technicians (CACPT) preferred.
- 2 years' experience working in municipal planning environment required.
- Experience as a Secretary-Treasurer, Assistant Secretary-Treasurer or those involved in the day-to-day process for a Committee of Adjustment or Land Division Committee preferred.
- Eligible for ACST designation from Ontario Association of Committees of Adjustment and Consent Authorities required.
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- Membership of Canadian Association of Certified Planning Technicians (CACPT) preferred.
- Thorough knowledge of Provincial planning legislation and municipal planning documents required.
- 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 judgment when handling confidential/sensitive information.
- Effective organizational, time-management and multi-tasking skills, with ability to meet mandated legislative deadlines and to work independently as well as in a team environment.
- Proficient in Windows based software including Microsoft, ArcView GIS and AMANDA software applications.
- Excellent conflict resolution skills.
- Knowledge of the Milton community.

**Salary Range: \$59,161 - \$73,952**

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Careers section by 11:59 pm on **March 11, 2020**.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.