

Council and Committee Assistant

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

We are currently hiring for a Council and Committee Assistant within the City Clerk's Office. The successful candidate will be a collaborative and forward-thinking team player who enjoys working in a fast-paced environment focused on continuous improvement. Reporting to the Manager, Legislative Services/Deputy City Clerk, the successful candidate will provide support to all aspects of the City of Guelph Committee of Adjustment, including processing applications, writing reports and liaising with commenting departments and local boards.

Key duties and responsibilities

- With respect to Committee of Adjustment applications pursuant to the Planning Act, in coordination with the Secretary-Treasurer:
 - Consult with applicants prior to the submission of consent and minor variance applications
 - Intake and review applications for completeness and collect appropriate fees
 - Prepare and distribute agendas and fulfil statutory notice provisions for the circulation

of applications, including producing maps, mailing lists and labels, and posting documents on the City's website

- Track applications and work with departmental staff and outside agencies to ensure the timely submission of Committee of Adjustment comments and required materials
 - Attend Committee of Adjustment hearings to support the Secretary-Treasurer and members of the Committee of Adjustment
 - Disseminate decisions in accordance with Planning Act provisions and regulations
 - Create and maintain Committee of Adjustment files and records (hard copy and digital)
 - Respond to email, telephone and counter inquiries respecting all Committee of Adjustment matters
 - Manage the Committee of Adjustment web page on Guelph.ca
 - Provide support and back up to the Secretary-Treasurer related to administrative duties, including the clearance of conditions and assembly of required documentation related to appeals of Committee of Adjustment decisions
 - As the Deputy Secretary-Treasurer, assume the statutory role of Secretary-Treasurer in their absence
 - Acts as a commissioner for taking oaths and affidavits
 - Adhere to the Planning Act, applicable Ontario Regulations and other pertinent acts in administering the quasi-judicial Committee of Adjustment function
- Conduct research and prepare reports and policies related to a wide variety of City Council and Committee of Adjustment processes.
 - Assist the Council and Committee Coordinators to fulfil all statutory requirements related to the City Council meeting management process from the preparation of draft materials to the production of final and consolidated agendas.
 - Interface with staff and the public with respect to Committee of Adjustment and City Council business and manage/support the distribution of correspondence relating to City Council and Committee of Adjustment decisions.
 - Serve as a support to other departmental and corporate functions and duties as required.

Qualifications and requirements

- Completion of post-secondary education in public administration, political science, land-use planning or a related discipline.
- Experience providing administrative support such as preparing agendas and supporting meetings.
- Excellent organizational skills as a self-starter with the ability to work both independently and as part of a team.
- Ability to work well under pressure, complete multiple assignments and function effectively in a high-volume workplace with multiple deadlines necessitating a high degree of accuracy and attention to detail.
- Proven ability to exercise discretion, good judgement, diplomacy and confidentiality.
- Excellent communication and customer service skills with the ability to communicate effectively with members of City Council, the Committee of Adjustment, staff and Guelph residents.

- Experience with Microsoft Office (Word, Excel, Outlook and PowerPoint).
- Knowledge of the Planning Act and applicable Ontario Regulations relative to Committee of Adjustment, including minor variance and consent applications, appeal processes, circulation and notice requirements and related procedural matters.
- Ability to deliver on a work plan comprised of day-to-day tasks as well as projects related to strategic corporate and departmental work.
- Experience working with AMANDA software is considered an asset.
- Experience working to support legislative or other decision-making bodies is considered an asset.
- Candidates with equivalent combinations of education and experience may be considered.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. Evening hours will be required to attend meetings. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

\$57,964.69- \$72,455.87

How to apply

Qualified applicants are invited to apply using our **online** application system by **Wednesday, March 20, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.