



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 3630-001

CALL NO. 24-3677

<b>Job Designation:</b>	Full Time (CUPE 1329)
<b>Department:</b>	Building Services
<b>Job Details:</b>	Assistant Secretary-Treasurer, Committee of Adjustment
<b>Salary Range:</b>	\$70,976-\$86,554
<b>Pay Grade:</b>	9
<b>Closing Date:</b>	Applications for this position must be received at <a href="https://oakville.ca">oakville.ca</a> no later than 11:59pm on <b>May 24, 2024</b> .

Reporting to the Manager of Zoning and Committee of Adjustment and working in collaboration with the Secretary-Treasurer, this position is responsible for the administration of all aspects of the Committee of Adjustment, ensuring compliance with statutory requirements and Town policies and procedures.

### Responsibilities:

- Responsible for the administration relating to applications for the Committee of Adjustment (COA), including minor variances and consents
- Provide advice/assistance to applicants at pre-consultation meetings and/or upon application
- Provide information to the public regarding COA processes and responds to inquiries at all stages of the application process
- Draft and circulate applicable notices in accordance with the legislated requirements
- Plan annual schedule of hearings
- Provide advice, interpretation, clarification, direction and technical assistance to the Committee Members, Members of Council and staff
- Attend hearings and provide advice to the Committee regarding applications and hearing procedures
- Transcribe proceedings into minutes
- Prepare and compose clear and concise written decisions and conditions set out by the Committee in accordance with regulations and policies
- Accept and process appeals to the Ontario Land Tribunal (OLT), prepare required notices and documentation for filing appeals and attend OLT hearings as required
- Complete the consent process after decisions and ensure all conditions have been satisfied
- Manage all forms, correspondence and reports related to the COA
- Establish and maintain procedures to facilitate application processing
- Assist with Committee Members orientation training
- Perform all duties of the Secretary-Treasurer when required
- Perform other duties as assigned

### Qualifications:

- Successful completion of a 3-year Community College Diploma in Planning, Public Administration or any other related discipline
- Successful completion of the Ontario Association of Committees of Adjustment & Consent Authorities (OACA) course "Primer on Planning" would be considered an asset
- Accredited Committee Secretary-Treasurer (ACST) designation with the OACA would be considered an asset
- Detail oriented with prior experience reviewing surveys, reference plans, site plans and architectural drawings, coupled with a working knowledge of Zoning By-laws, Planning Act, Official Plans and other applicable statutes and regulations

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

- Knowledgeable in and have experience dealing with the Committee of Adjustment statutory requirements, public meetings and application processes
- Ability to work independently and under pressure in order to meet deadline requirements as well as the ability to communicate effectively and professionally with members of Council, Committee Members, staff, applicants, lawyers, architects, designers and the public is essential
- Able to provide their own personal vehicle for performing job duties/corporate business; transportation costs for corporate business will be reimbursed at Town rates
- Proficient computer skills with working knowledge of eScribe, AMANDA, ArcGIS, Zoom Webinar, and Microsoft 365
- Hours of work for this position must be flexible to accommodate evening hearings

DATED: May 3, 2024

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for each of the testing and interview components of the recruitment process is 75%.*

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3