



Employment Opportunity

GEORGINA

Town of Georgina Human Resources
careers@georgina.ca



Secretary-Treasurer Committee of Adjustment

(Job ID# 2019.163)

This is a C.U.P.E. Local 905.03 position

Department: Development Services
Division: Planning
Location: Civic Centre
Status: Permanent, Full Time
Number of Positions: 1
Wage: \$31.75 - \$35.28/hour
Date Posted: December 11, 2019
Date Closing: January 10, 2020

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

As an appointed officer, acts as Secretary-Treasurer for the Committee of Adjustment in fulfilling all statutory requirements under the Planning Act and other relevant legislation to administer the Committee of Adjustment function, and provide administrative, management and clerical support for the Committee. ***For full details, please see attached job description.***

Minimum Qualifications:

Post-secondary diploma in planning, law clerk, or public administration program, or similar discipline; successful completion or enrolment within the AMCTO "Municipal Administration Program", and if the candidate does not have a post-secondary education in planning, successful completion or enrolment within the OACA "Primer on Planning" course; three (3) years progressive experience in an administrative capacity within a municipal planning environment. Membership in the Ontario Association of Committee of Adjustment and Consent Authorities with an *Accredited Committee Secretary Treasurer (ACST)* designation would be considered an asset

How to apply:

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2019.163** in the subject line. Please apply in confidence by **January 10, 2020 at 11:59pm** to careers@georgina.ca.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however only those being considered will be contacted.



JOB DESCRIPTION
Secretary-Treasurer Committee of Adjustment

Department: **Development Services** **Division: Planning**

PRIMARY FUNCTION

As an appointed officer, acts as Secretary-Treasurer for the Committee of Adjustment in fulfilling all statutory requirements under the Planning Act and other relevant legislation to administer the Committee of Adjustment function, and provide administrative, management and clerical support for the Committee.

SUPERVISION RECEIVED

Manager of Planning

DIRECTION EXERCISED

None

WORKING PROCEDURES

Administers all aspects of the operation of the Committee of Adjustment in accordance with the Planning Act, Municipal Act, and all other applicable regulations and procedural by-laws;

Oversees and provides advice to the Committee in the performance of their duties and assists the general public through the application processes;

Has the delegated authority to issue "Certificates of Official", in accordance with the Planning Act, and accepts all responsibilities and duties associated therein;

Responsible for management and coordination of the processing of Committee of Adjustment applications, for minor variance, consent approval, validation of title, and foreclosure/power of sale, in accordance with Planning Act regulations and legislated time frames, which includes such tasks as: setting up files, preparing notices of meetings, circulating applications to the appropriate commenting agencies/departments and members of the public, preparing all documentation relating to hearings, including letters, memos, etc., setting up hearings, agenda and minutes preparation, preparing decisions, preparing and circulating notices of hearing and notice of decisions, following up on condition fulfillment, preparing and issuing certificates of consent;

Such processes include, but are not limited to:

Receives and reviews formal submission of applications for completeness, in accordance with statutory procedures of the Planning Act, municipal requirements, and departmental practices;

Calculates and collects fees required in association with Committee of Adjustment applications, pursuant to By-law 2018-0074 (PL-7), or as amended;

Responds to inquiries received in person, by telephone, or through email, from the general public, Council members, other levels of government/agencies and staff regarding Committee of Adjustment files, operational procedures, and the role and responsibility of the Committee;

Reviews and co-ordinates correspondence received from commenting departments, individuals and agencies for consideration by the Committee;

Attends all Committee of Adjustment hearings, and ensures that all legal, administrative and statutory obligations are met for business to be conducted before, at and after all hearings;

Prepares decisions, including terms and conditions for application approval, or reasons for refusal of application, by the Committee;

Prepares an accurate record of all Committee proceedings including the preparation of meeting minutes and decisions;

Provides procedural advice to ensure that meetings are run in a professional manner and in accordance with the Town's Procedural By-law;

Clears imposed conditions on Committee decisions pertaining to provisional consents;

Reviews the reference plans prepared by an Ontario Land Surveyor (OLS) and the draft property deeds prepared by the proponent's Solicitor, and works with both to ensure plans and deeds accurately reflect approvals;

Issues the Consent Certificate and stamps the property deed when satisfied that conditions on consent fulfilled, reference plan(s) reflect approval, and property deed prepared by proponent's Solicitor is accurate;

Circulates copy of unregistered Transfer Deed and OLS reference plan in relation to approved consent application, to internal departments and to MPAC;

Maintains meeting minutes, records and databases of all Committee of Adjustment applications and decisions, and all other official business of the Committee;

Assists in the formulation and implementation of operational procedures for the Committee functions to achieve compliance, processing improvements and cost reductions;

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;

Prepares yearly meeting schedule for the Committee;

Organizes, manages and maintains electronic and manual records, status records/progress reports of all applications received, and filing system for applications;

Prepares and maintains year-end status pending list on deferred applications for consideration by the Committee;

Provides Manager with periodic activity summaries on applications and annual statistics on new lot creation for the purpose of growth monitoring exercises undertaken by the Town and York Region;

Assists in the management of the Committee fiscal responsibilities regarding incoming bills and expenses, and arranges purchase requisitions as necessary;

Assists Manager in preparation of annual Committee budget, monitors revenues and expenditures;

Ensures Committee member accreditation and membership fees (OACA), honorariums and disbursements are processed in a timely fashion;

Prepares meeting rooms for Committee of Adjustment hearings and Local Planning Appeal Tribunal (LPAT) hearings, as required;

Prepares the document package for appeals of decisions to the Local Planning Appeal Tribunal (LPAT), including affidavits, submission forms, collection of staff reports, Committee agendas, minutes and all other related materials;

Updates and maintains the Committee of Adjustment webpage, including posting of general information regarding the function of the Committee, procedures for applications, agendas and minutes;

Makes seminar / conference arrangements for Committee members;

Undertakes research as requested by the Manager or other Division staff;

Relieves other administrative staff within the Development Engineering and Planning service hub during peak times, holidays, breaks, lunch periods and other absences;

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

Post-secondary diploma in planning, law clerk, or public administration program, or similar discipline;

Membership in the Ontario Association of Committee of Adjustment and Consent Authorities with an *Accredited Committee Secretary Treasurer (ACST)* designation would be considered an asset;

Successful completion or enrolment within the AMCTO "Municipal Administration Program", and if the candidate does not have a post-secondary education in planning, successful completion or enrolment within the OACA "Primer on Planning" course;

Three (3) years progressive experience in an administrative capacity within a municipal planning environment;

Thorough knowledge of the procedures of the Committee of Adjustment and Planning Act procedures relating to the Committee of Adjustment and legislative notice requirements, with an understanding of land use planning, municipal government operations, and procedures respecting Committee meetings and records retention;

Demonstrated experience in agenda preparation, and minute taking, inclusive of summarizing and condensing information;

General working knowledge of real estate transactions and the land registry system;

Ability to interpret and apply relevant legislative requirements, guidelines and directives to prepare correspondence and documents with accuracy and attention to detail;

Ability to read and interpret construction drawings, surveys, land descriptions, and legal documents;

Mathematical ability in relation to the calculation and collection of fees and balancing of accounting and budget-related documents;

Excellent customer service, interpersonal and communication skills, with the ability to establish and maintain effective working relationships with all levels of staff, clients, the public, consultants, vendors/suppliers, etc., in person, by telephone, email and in writing, in an effective, courteous and professional manner; ability to respond to internal and external enquiries, from the public, the development community, external agencies and government organizations;

Excellent communication skills and proficiency in grammar, syntax and spelling to accurately prepare correspondence, notices, decisions, agendas, meeting minutes, etc.

Demonstrated ability to respect and maintain confidentiality and to communicate effectively, courteously and tactfully with the general public, the development industry, all levels of staff, external government agencies/authorities;

Ability to research, analyze, compile and summarize a variety of informational and/or statistical data and materials;

Ability to plan, organize, prioritize, work well independently and manage work with minimal supervision;

Ability to handle urgent requests;

Ability to meet strict/tight deadlines, complete multiple tasks simultaneously, and manage conflicting priorities;

Problem solving and decision-making skills, with the demonstrated ability to handle and resolve situations, utilizing knowledge of policies, practices and procedures;

Ability to deal courteously and diplomatically with the general public at all times, including within stressful and confrontational situations;

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors, and to arrive at constructive solutions while maintaining positive working relationships;

Proficient in computerized software packages such as MS Office, Excel, Adobe Pro, iCity and ArcView GIS in order to prepare correspondence, memoranda, presentations, minutes, and to enter data and produce reports;

Excellent organizational skills to maintain filing and application tracking / monitoring systems;

Available to attend evening and/or weekend meetings;

Up to one (1) year on the job for the period of adjustment, orientation and adaptation.