



## Committee of Adjustment Secretary Treasurer (12 Month Contract) Corporate Services

### Position Summary

Reporting to the Manager, Legislative and Legal/Deputy Clerk 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 is accountable for the processing and administration of all minor variance and consent applications, conditions of approval, and appeals to the Ontario Land Tribunal (OLT) within legislated timeframes and requirements. In addition, the position will provide secretariat support for the Town Clerk and Deputy Clerk for Council meetings. This position will be the staff liaison and will provide secretariat functions to the Milton Accessibility Advisor Committee (MAAC), and other Committees, as may be required.

### Major Job Responsibilities

#### Committee of Adjustment

- Accountable for the 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
- Receives, reviews, and circulates applications, schedules meetings, and notifies required individuals and agencies in accordance with the regulations of the Planning Act. Advises, consults, and liaises with applicants and appropriate staff prior to submission of applications
- 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)
- Attends all COA and Consent meetings and provides procedural advice to ensure that meetings are run in a professional manner
- Receives and reviews formal submission for minor variances and consents for completeness in accordance with the Planning Act and municipal requirements
- Communicates with the public, Town departments, external agencies, Committee Members and Council about the role of the Committee and the legislation and process
- Assists in the preparation of the Committee budget for the approval of the Committee and Council. Monitors Committee budget with respect to honorariums, expense claims, purchases and revenues
- Responsible for website updates to the Committee of Adjustment and Consent page
- Acts as a Commissioner for Taking Oaths and Affidavits

#### Legislative Services

- Assists with pre and post meeting support services for Council and Committee Meetings. This may include:
  - Acting as a backup for the Legislative Coordinator in Council Chambers during Council meetings for minute taking and Chamber audio support.
  - Assisting with the coordination of Council meeting delegations within the required timeframe.
  - Staff liaison to the Milton Accessibility Advisor Committee (MAAC)
  - 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

- 2-5 years of related experience in land-use planning or committee of adjustment administration, preferably at the municipal level
- Post-secondary diploma in Planning, Public Administration, Political Science or related field with courses in Planning, Municipal Law, Administration or Zoning
- Post-secondary degree in Planning, Public Administration, Political Science or related field is preferred
- Training in or familiarity with Robert's Rules of Order is preferred
- Completion or enrolled in the Municipal Administration Program and/or Municipal Primer on Planning Course is preferred
- Experience as a Secretary-Treasurer, or with Advisory Committees of Council or those involved in the day-to-day process for a Committee of Adjustment is preferred
- 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

- Highly 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
- Excellent conflict resolution skills
- An aptitude for detail, accuracy and precision
- Proficiency in Windows based software including Microsoft, ArcView GIS, eScribe and AMANDA software applications is preferred
- Knowledge of the Milton community is an asset

**Salary Range:** \$65,857 - \$82,321

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Careers section by **11:59 pm on February 23, 2024**

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.