



Secretary-Treasurer to Committee of Adjustment

Fort Erie is a town on the Niagara River in the Niagara Region, Ontario. It is directly across the river from Buffalo, New York and is the site of Old Fort Erie which played a prominent role in the War of 1812. Fort Erie is one of Niagara's fastest growing communities and has experienced a high level of residential and commercial growth in the past few years.

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Secretary to Committee of Adjustment, you will manage applications for consent and minor variances including public inquiries, public notice, meetings of minutes, notice of decisions, coordination of agency comments, receiving and organizing appeals, clearance of conditions and records management and respond to zoning inquiries. Adept at establishing priorities and organization skills, you have demonstrated a commitment to customer service while adhering to legislated standards.

Your post-secondary education in land use planning or law clerk program is complemented by technical knowledge of *The Planning Act*, *The Municipal Act*, associated regulations and one-year experience in a municipal environment.

This non-union position has an annual salary range of \$66,063 - \$79,260, based on 37.5 hours weekly. We also offer comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

The deadline for receiving application is 12:00 Noon on **Friday, September 23, 2022**. [Click here to apply](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* as amended to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Management, Supervisory & Exempt – Band 4

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Department: Planning and Development Services

Division: Planning and Development

Reports to: Manager, Development Approvals

Position Objective

Manage applications for consent and minor variances including public inquiries, public notice, minutes of meetings, notice of decisions, coordination of agency comments, receiving and organizing appeals, clearance of conditions and records management; respond to zoning inquiries.

Duties & Responsibilities

1. Perform all statutory duties as Secretary Treasurer to the Committee of Adjustment.
2. Respond to all telephone and counter inquiries respecting operational matters of the Committee of Adjustment and general information respecting matters involving Official Plan policies, zoning by-law requirements and related planning information affecting consents and variances.
3. Review all applications for completeness and coordinate the circulation of all applications to affected agencies for comment.
4. Receive and compile responses and comments from all agencies regarding individual applications and prepare draft planning comments and support documentation (i.e. mapping) for all applications; review applications for conformity with Zoning By-law and assist in preparation of public notices and reports.
5. Schedule, coordinate and attend public meetings of the Committee; maintain an accurate record of all Committee proceedings including decisions.
6. Circulate and notify all agencies and other affected individuals of decisions in accordance with the requirement of the Planning Act; prepare final circulations for all Planning Act applications.
7. Receive appeals to decisions filed and prepare and forward documentation to the Ontario Land Tribunal.
8. Receive and coordinate clearance of conditions of decisions and prepare documentation to release deeds.
9. Receive/process/respond to all property information requests all Deeming By-Law and Removal of Part Lot Control Applications.
10. Maintain the planning data tracking system.
11. Provide periodic activity summaries to the Associate Director as may be required.

Education & Experience

- College Diploma in Land Use Planning or Law Clerk program
- One (1) year experience in a municipal environment

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Knowledge

- Applied, technical knowledge of the Planning Act, the Municipal Act and associated regulations
- Applied knowledge of MS Office Suite (Word, Excel, Access, Power Point), data base creation and spreadsheet applications
- General knowledge of customer service
- General knowledge of local government or public sector organization and protocol
- General knowledge of office procedures
- General knowledge of real estate transactions and the land registry system

Skills & Ability

- Ability to interpret survey plans and legal documents
- Ability to deal effectively with the public
- Ability to work independently with minimal day to day supervision
- Ability to operate computers and office equipment
- Ability to perform manual or computer aided drafting
- Verbal and written communication skills
- Organizational skills
- Customer service orientation

Supervision

N/A

Working Conditions

- Work under general supervision of the Manager, Development Approvals
- Frequent periods of close and highly concentrated mental and visual alertness
- Work involves some confidential matters relating to development proposals
- Occasional overtime required
- Most duties are repetitive and related, with standard instructions and procedures as guides; unusual problems are referred
- Steady periods of sitting, typing, use of telephone
- Occasional noise; fumes from office equipment and supplies; exposure to video display terminals
- Errors result in delays, wasted effort, annoyance and confusion, reflecting poorly on the Department and the Corporation in general

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Position History

This job description was updated in March 2017 in advance of a competition.

This job description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

This job description was reviewed in July 2021 in advance of a competition.

Chief Administrative Officer

Date