# JOB DESCRIPTION

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| **Job Title** | Secretary/Treasurer | **Job Grade** | 8 |
| **Portfolio** | Committee of Adjustment | **Hours per Week** | 35 |
| **Department** | Planning, Building and Development Services | **Effective** | October 19, 2026 |
| **Reports To** | Manager of Development Planning | **Status** | Full Time |
| **Location** | Town Hall | **EBG Employee** | Yes |

## Job Summary

The Secretary/Treasurer Committee of Adjustment, under the direction of the Manager of Development Planning, is responsible for the overall administration and operation of the Town's Committee of Adjustment, including complete oversight and coordination of applications from initial submission through to final disposition. The position carries out the statutory duties of the Secretary-Treasurer under the Planning Act and is accountable for ensuring that applications, statutory notices, public hearings, decisions, appeals and related certifications are administered accurately, efficiently and within applicable legislative timelines. The position serves as the primary administrative and procedural resource for the Committee, applicants, staff, agencies and the public, maintains official Committee records, administers application fees and acts as a Commissioner for Taking Affidavits, where duly authorized.

## Job Requirements

- Post-secondary diploma or degree in planning, municipal administration, public administration, urban studies or a related discipline, or an equivalent combination of education and experience.
- Minimum two years of related experience in municipal administration, planning administration or a comparable environment.
- Knowledge of the Planning Act and the procedures applicable to Committee of Adjustment applications, notices, hearings, decisions and appeals.
- AMCTO training or other relevant education considered an asset.
- Strong organizational, time-management and attention-to-detail skills, including the ability to independently manage multiple applications, coordinate competing priorities and ensure compliance with statutory deadlines.
- Effective written and verbal communication and interpersonal skills, with the ability to provide clear, impartial information to a diverse range of stakeholders.
- Ability to interpret and apply established procedures, exercise sound judgment and maintain confidentiality.
- Proficiency with Microsoft Office and the ability to use electronic application tracking and records management systems.
- Demonstrated ability to independently manage administrative processes, exercise initiative and sound judgment, and coordinate effectively with Staff, Committee members and external stakeholders.

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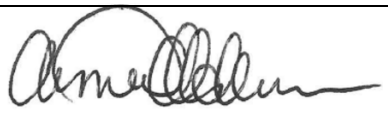
## Job Duties

- Oversee and manage the day-to-day administration and operations of the Committee of Adjustment, including responsibility for all administration processes, statutory requirements and duties assigned to the Secretary-Treasurer under the Planning Act.
- Manage the complete application process for minor variances, consents and other matters within the Committee's jurisdiction; assess submissions for completeness in accordance with applicable requirements.
- Prepare, coordinate, circulate and maintain required notices of applications and hearings to applicants, agencies, affected persons and other stakeholders within prescribed timelines.
- Receive, organize and maintain agency and public comments, supporting materials and other submissions for consideration by the Committee.
- Manage the scheduling, preparation and administration of Committee hearings, including establishing meeting schedules, coordinating agendas and application materials, and overseeing all related administrative and logistical arrangements.
- Attend Committee hearings in the capacity of Secretary-Treasurer, record proceedings and attendance, prepare minutes and correspondence, and provide procedural guidance to the Committee on meeting processes, statutory requirements, and administrative matters.
- Prepare, issue and maintain notices of decisions and other required documentation; monitor appeal periods and coordinate appeal-related records and correspondence as required.
- Track conditions of approval and process related certifications and documentation, including reference plans, within the authority assigned to the position.
- Maintain accurate and complete official Committee records, application files, decisions and related documentation in accordance with legislative and Town records-management requirements.
- Respond to inquiries from applicants, residents, staff, agencies and other stakeholders concerning application requirements, Committee procedures, decisions and associated documentation.
- Coordinate with Planning staff, other Town departments, applicants, consultants, agencies and legal representatives to obtain required information, address outstanding application requirements and facilitate timely application processing and Committee administration.
- Prepare and maintain Committee-related reports, application tracking information, processing statistics and other administrative records to support workload monitoring, service delivery and reporting requirements.
- Collect, record and reconcile Committee application fees and administer related financial records; coordinate Committee member honoraria and expense claims.
- Administer oaths and affirmations and act as Commissioner for Taking Affidavits in connection with planning matters, where duly authorized.
- Review, maintain and improve Committee administrative procedures, application forms, public information materials and processing practices to support consistent, efficient and legislatively compliant operations.
- Carry out duties in accordance with applicable legislation, Town policies, confidentiality requirements and occupational health and safety procedures.

- Perform other related duties as assigned by the Manager or their designate.

## Competencies

- Accountability – Takes ownership of assigned responsibilities, monitors the progress and completion of work, and ensures that Committee operations and application processing are carried out accurately, consistently, and within required timelines.
- Attention to Detail - Produces accurate and complete records, notices and documentation.
- Customer Focus - Provides timely, respectful and impartial service to internal and external stakeholders.
- Organization and Planning – Manages Committee operations, application workflows, competing priorities and statutory deadlines to ensure timely and effective service delivery.
- Judgment and Problem Solving - Identifies and addresses administrative and procedural issues, exercises sound judgment and applies legislative requirements and established requirements appropriately.
- Communication - Explains processes clearly and prepares professional written materials.
- Professionalism and Integrity - Exercises discretion, maintains confidentiality and supports fair administrative processes.
- Teamwork - Works collaboratively with Committee members, colleagues and external partners.

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| **Reviewed By:** **Name and Title** | Aimee Alderman, Director of Planning, Building and Development Services | | |
| **Signature:** |  | **Date Reviewed:** | October 19, 2026 |
| **Approved By:** **Name and Title** | Nick Ruller, CAO | | |
| **Signature:** |  | **Date Approved:** | October 19, 2026 |

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and when applicable in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.