



POSITION DESCRIPTION

POSITION:	PLANNING TECHNICIAN & SECRETARY TO THE COMMITTEE OF ADJUSTMENT
DEPARTMENT:	DEVELOPMENT SERVICES
CURRENT ISSUE:	JULY 2023
NEXT REVISION:	JULY 2028
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Under the supervision of the Sr Planner, the Planning Technician / Secretary to the Committee of Adjustment shall coordinate the Committee of Adjustment and Property Standards Committee and the Agricultural Advisory Committee as well as assist the Senior Planner with any other Committees of Council within the Planning Department's portfolio. This role will assist the Planner in the processing, reviewing and evaluation of a range of development applications with a primary focus on Committee of Adjustment and Site Plan applications as well as review building permits, for the purpose of confirming zoning compliance and granting zoning approval. This role also includes managing the Department's CGIS program and all planning-related databases within the CGIS program, assisting the Senior Planner with the preparation of Committee and Council presentations and materials for public meetings.

DUTIES AND RESPONSIBILITIES:

Reporting to the Senior Planner, the Planning Technician/Secretary Treasurer is responsible for the following:

1. Primary contact for the public, applicants, Councillors, agencies and internal staff for Committee of Adjustment and Site Plan Control applications including assisting the Planner in the processing, reviewing and evaluation of planning applications including the statutory circulation of applications, summarizing and resolving agency comments and preparation of public notices.
2. Responsible for the overall administration of the Committee of Adjustment and Property Standards Committee as the Secretary Treasurer to the Committee of Adjustment including providing advice to the Committee in the performance of their duties and assist applicants and the public through the minor variance process.
3. Reviews building and demolition permits and other municipal licences or by-laws for zoning compliance and issuing zoning approval. Screens building permits for other approvals required as applicable law under the Ontario Building Code (Site Plan Control, Conservation Authority, Heritage, MTO etc.)

4. Responsible for the Planning Department's CGIS program including responsible for the status and tracking of development applications, and generating regular summaries, updates, and reporting of development status to the Senior Planner and Committee/Council.
5. Is the primary point of contact for planning inquiries from the public, residents and developers and is responsible for the management of the inquiry database (CGIS) including tracking and preparing responses to inquiries and preparing status reports on inquiries for the Senior Planner and Committee/Council.
6. Provides technical advice on planning application processes to the public and other departments, within scope.
7. Plans and coordinates the Planning Department's Open Houses, and Public Meetings including preparing meeting notifications, coordinating virtual or in-person meetings, taking notes, and interacting with the public, residents and Councillors at the public meetings.
8. Creates mapping and visual diagrams for planning application notices, presentations and reports.
9. Assists the Senior Planner and By-law Lead Hand in leading other Committee meetings within the Planning Department's portfolio such as the Agricultural Advisory Committee, including both in person and/or remote/electronic meetings when required, including management of the remote meeting hosting platform, preparing agendas and taking minutes.
10. Undertakes research to develop background reports/discussion papers on policy planning projects including Official Plan Amendments and updates to the Zoning By-law and, related issues and pertinent legislation to Committees, Council, staff, and the general public.
11. Other duties may include providing technical support to the Senior Planner in preparation of the Official Plan and Zoning By-law, process Ontario Land Tribunal appeals.
12. Other duties and responsibilities as assigned.

QUALIFICATIONS:

- University Degree in a planning, public administration or business related field or College Degree in a Planning Technician program.
- Two to three years of progressive planning or building or municipal administration experience in a position of similar responsibility with experience with Planning Act and/or Building Permit applications.
- Full or Provisional Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute or qualifies and willing to obtain and/or certification/membership in, or eligibility for membership in, AMCTO, Canadian Association of Certified Planning Technicians, and/or Ontario Association of Committees of Adjustment (OACA)
- Successful completion of AMCTO "Municipal Administration Program" and the Ontario Association of Committees of Adjustment & Consent Authorities (OACA) "Primer on Planning" course and/or related/equivalent training would be an asset.
- Basic understanding of the various Provincial, Regional, and Municipal plans and policies, the Ontario Planning Act and knowledge of statutory public notice requirements and procedures
- Valid Class G Ontario Driver's License.
- Must have a sound working knowledge of computers.
- Excellent verbal and written communication skills

- Ability to exercise discretion and sensitivity involving regular access to confidential and sensitive information
- Analytical skills, initiative, and ability to work under pressure
- Presentation skills and working knowledge of Microsoft Office.
- Ability to read and understand development plans, drawings, zoning and other Municipal by-laws, development agreements (Site Plan and Subdivision), etc.
- Working knowledge of GIS would be an asset

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Senior Planner.

TITLE

SIGNATURE

DATE

Senior Planner

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position				X
Standing – remaining on one’s feet in an upright position without moving about or combined with walking		X		
Walking – moving about on foot on level or uneven surfaces		X		
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees		X		
Crouching/Squatting – Bending down and forward by bending legs at knees		X		
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing			X	
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.	X			
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.				X
Lifting	Under 10 lb. (4.5 kg)		X	
	10 – 20 lb. (4.5 – 9.0 kg)	X		
	20 – 40 lb. (9.0 – 18.0 kg)	X		
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	x	
Risk of Eye Strain	Constant viewing of computer monitors	x	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	x	

WORKING RELATIONSHIPS

Internal	CAO, SMT, Senior Planner, support Staff, Members of Committee of Adjustments
External	Government ministries and agencies, professional consultants, contractors, suppliers of services and equipment, Agency Partners, Public

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors		X				As team leader and member; supporting departments and unit activities, purchase orders		X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council		X				Providing information, seeking approval/direction	X	X

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses		X				Supporting referred-in workload		X

ENVIRONMENTAL DEMANDS:

The Planning Technician works in an office environment that may be fast-paced and dynamic. This role requires the Planning Technician to multi-task and prioritize work effectively. The ability to work under pressure and manage time efficiently is crucial. The office environment may be busy and noisy while often dealing with several requests by others during short time intervals. The Planning Technician may need to interact with various stakeholders, including government officials, community members, and other staff members. Excellent communication skills are essential to effectively convey information, listen to concerns, and collaborate with different individuals or groups. The Planning Technician relies heavily on computers and other office equipment for research, data analysis, drafting reports, and creating presentations. Additionally, the Planning Technician may be required to attend meetings, public hearings, or site visits outside of the office. Flexibility in terms of work hours and willingness to engage in fieldwork is expected.

WORKING CONDITIONS:

This position requires you to work regular full-time hours in an office or home-office environment. However, additional work may be required to complete special requests or projects. After-hours meeting attendance or travel may also be required. The Planning Technician is required to attend monthly Committee of Adjustment meetings after-hours.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent