

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2023-10 PLANNING / ADMINISTRATIVE COORDINATOR (Permanent, Full-Time)

The Town of Hanover is recruiting an organized, service-oriented professional with keen attention to detail to join the Town of Hanover team in the position of Planning / Administrative Coordinator in the Building & Planning department.

Reporting to the Director of Development, responsibilities include but are not limited to:

- Coordinating all planning applications and approval processes, collecting applicable fees and acting as a designated provincial appointed Commissioner for Taking Affidavits for planning documents.
- Providing information to various parties regarding development proposals, plan submissions, Municipal Zoning Bylaws, policies, etc. and coordinating internal collaboration and record keeping related to application processes and approvals in accordance with legislated timelines and requirements.
- Reviewing, processing, and providing planning input on Committee of Adjustment, site plan, part lot control applications, and minor rezoning and official plan amendment applications; preparing background reports and planning application reports as needed.
- Acting as Deputy Secretary-Treasurer of Committee of Adjustment and Planning Advisory Committee/Property Standards Committee; providing related administrative support to these committees as well as the Economic Development Committee.
- Preparing technical, mapping and graphic aspects of planning reports to Council and studies within the department.
- Drafting Part Lot Control Bylaws; updating and consolidating Official Plans, Zoning, and other bylaws, conditions of draft plan approval, and incorporating amendments as approved.
- Managing and maintaining property and animal control records, including use of databases and computer programs to complete queries, forms and reports.
- Issuing notices and filing parking tickets, Park 1 Certificates, and compiling information to assist in the prosecution of parking violations.
- Calculating and overseeing the collection and receipt of planning application fees, ensuring reconciliation for audit purposes.

Knowledge, Skills & Experience

- Post-secondary diploma or degree in planning-related field(s)
- Current membership or eligibility for membership in the Ontario Professional Planners Institute
- Primer on Planning Course (Ontario Association of Committees of Adjustment) an asset
- Minimum three (3) years of related experience in planning and development, or equivalent is required
- Minimum three (3) years of progressive experience in reading and understanding plans, details, specifications and required building construction and civil engineering/architectural drawings, would be considered an asset.
- Experience administering and interpreting municipal zoning by-laws, official plans and site plan approvals is an asset.
- Thorough working knowledge of various computer programs, but not limited to Keystone, Escribe, Citywide, CloudPermit and Grey County GIS system.

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER
POSTING #2023-10 PLANNING / ADMINISTRATIVE COORDINATOR (Permanent, Full-Time)

- Ability to read and comprehend maps, charts, surveys, and technical drawings, including the determination of complete applications
- Demonstrated knowledge of the Planning Act, Municipal Act, Ontario Building Code, Town of Hanover Zoning Bylaw, applicable standards, and other related municipal, provincial, and federal regulations, standards and bylaws.
- General knowledge of Town's Official Plan, Municipal Servicing Standards, County Official Plan, and planning law as well as an understanding of implications these have on development.
- Well-defined sense of diplomacy with strong judgement, communication, organization, time-management, public relations and multitasking skills.
- Ability to work effectively and professionally with both internal and external stakeholders to provide exemplary customer service in support of strategic objectives.

The Town of Hanover offers a comprehensive compensation package including pension and benefits. Remuneration as per the current Town of Hanover Salary Grid, Grade 11.

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2023-10 by email, mail, or in person by 4:00pm on Friday, February 24, 2023.

Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca

The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: February 2023
Reviewed By: Chief Administrative Officer

Position Title: Planning / Administrative Coordinator

Department: Building/Planning

Reports To: Director of Development/CBO

Supervises: Directly: None
Indirectly: None

Position Status: Full-time

Location: 341 10th Street, Hanover, ON

Pay Method: Salary based on established hourly rate

Normal Work Week: 35 hours per week

Management Status: Non-management, non-supervisory

Remote Work Eligibility: Occasional

Position Summary

The Planning / Administrative Coordinator is responsible for the coordinating of all planning applications and approvals processes, responding to inquiries related to development planning applications, and providing the building and planning department with administrative support. The Planning / Administrative Coordinator provides front-line assistance to current and prospective applicants, responds to basic inquiries, directs requests to the appropriate staff, and provides ongoing support to the Director of Development/CBO.

Duties and Responsibilities

Operations

- a) Examines, reviews and processes documentation submitted in support of various planning applications and collects applicable fees. Must act as designated provincial appointed Commissioner for Taking Affidavits for planning documents.
- b) Provides information to potential developers/businesses regarding development proposals. Coordinates internal development meetings and maintains status updates on development applications while collaborating with internal staff to determine necessary approvals for applications and supports the approval process as required, to effectively meet legislative timelines.
- c) Liaises with applicants, design professionals and the public concerning technical aspects of planning submissions.
- d) Assists in identifying when applicants would benefit from pre-consultation with staff and supports development applications by arranging pre-consultation meetings as required.

- e) Oversees the circulation of planning applications for comment to departments and agencies as required and is responsible for the coordination of review times for applications to ensure they are processed in a timely manner.
- f) Liaises between multiple external agencies to collect comments on planning applications, and ensures all comments are recorded and presented in concise reports.
- g) Reviews, processes and provides planning input on Committee of Adjustment, site plan, part lot control applications, and on minor rezoning and official plan amendment applications. Prepares background reports and planning application reports.
- h) Acts as Deputy Secretary-Treasurer of Committee of Adjustment and Planning Advisory Committee/Property Standards Committee; performs administrative support for these committees in addition to the Economic Development Committee.
- i) Conducts research and analysis related to special studies and applications.
- j) Responsible for all technical, mapping, and graphic aspects of planning reports to Council and studies within the department.
- k) Assists Director of Development in the processing, documentation and coordination of development and subdivision applications.
- l) Updates and consolidates Official Plans, Zoning and other bylaws, conditions of draft plan approval, and incorporating amendments as approved.
- m) Drafts Part Lot Control Bylaws, and other documents as related to the planning approval process.
- n) Liaises with and answers inquiries from homeowners, the public, consultants, lawyers, planners, architects, professional engineers, designers, and the building industry in an effective and courteous manner regarding applications, plans of subdivisions, Municipal Zoning By-laws, applicable law, and other programs, policies, and procedures of the Department.
- o) Responds to written inquiries from solicitors with regard to occupancy, outstanding Orders, zoning by-law compliance and compliance with other applicable laws and agreements.
- p) Investigates and recommends technological improvements for intellectual property files, data processing and file management including communications and software related to the functions of the Department.
- q) Assists with administration and file retention and security of all electronic and hardcopy files related to the Department.
- r) Manages property information records for all individual lands within the municipality ensuring all information is sustained, and maintains data in computer programs including editing and altering data and attributes, completing queries, forms and reports for planning applications, and provides assistance with internal and external data requests.
- s) Maintains civic addressing registry and mapping and subdivision documents under the direction of the Director of Development.

- t) Responsible for the timely issuance of notices and filing of parking tickets and Part 1 Certificates with the Provincial Offences Office; compiles information to assist in prosecution of parking violations.
- u) Responsible for Animal Control Enforcement in conjunction with the Municipal Law Enforcement Officer. Maintains records regarding cat registrations and annual licensing of dogs and prepares monthly reports for On-Call personnel. Liaises with contractor and other agencies regarding animal control issues.
- v) Maintains accurate records, prepares reports, correspondence, conducts research and performs administrative and clerical duties for department staff.
- w) Responsible for the storage, risk management, safe usage, records and maintenance of confidential and bigger material resources, within the policies and procedures of the organization, for the building and planning department.
- x) Assists with development of operational policies, procedures and standards as required
- y) Provides backup reception duties either by phone, e-mail or in person, including taking payments and addressing or referring inquiries as required.

Spending, Budgets & Internal Control

- a) Calculates and oversees the collection and receipt of all planning application fees related to development activities, reconciles data for audit purposes.

Health & Safety

- a) All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner. Employee responsibilities for Health, Safety and Environment include:
 - Work in compliance with organizational health, safety and environmental procedures.
 - Report any unsafe conditions or unsafe acts.
 - Ensure that the required protective equipment is used for the assigned tasks.
 - Attend all required health, safety and environmental training.
 - Report any accidents/incidents to supervisor.
 - Assist in investigating accidents/incidents.
 - Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other

- a) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Requires a post-secondary diploma or degree in planning-related field(s).
- Current membership or eligibility for membership in the Ontario Professional Planners Institute
- Primer on Planning Course (Ontario Association of Committees of Adjustment) an asset.
- Valid Ontario 'G' class license in good standing.

Experience:

- Minimum three (3) years of related experience in planning and development, or equivalent is required

- Three (3) years of progressive experience in reading and understanding plans, details, specifications and required building construction and civil engineering/architectural drawings, would be considered an asset.
- Experience administering and interpreting municipal zoning by-laws, official plans and site plan approvals would be considered an asset.

Skills and Abilities:

- Thorough working knowledge of various computer programs, but not limited to Keystone, Escribe, Citywide, CloudPermit and Grey County GIS system.
- Ability to read and comprehend maps, charts, surveys, and technical drawings for administrative and customer service purposes, including the determination of complete applications
- Ability to exercise judgement and communicate effectively with contractors, consultants, staff, other agencies, and the public
- Excellent communication (written, oral and interpersonal), analytical, problem-solving, organizational record keeping skills, customer service, judgement and time management skills.
- Demonstrated integrity and honesty when completing planning applications but shows flexibility when warranted
- Demonstrated knowledge of applicable standards with respect to planning and development agreement process, as well as having knowledge of applicable municipal, provincial, and federal regulations regarding standard construction practices, public sector procurement and occupational health and safety guidelines.
- Comprehensive knowledge of the Planning Act, the Municipal Act, and the Building Code.
- Comprehensive knowledge of Town's Zoning Bylaw
- General knowledge of Town's Official Plan, Municipal Servicing Standards, County Official Plan, and planning law as well as an understanding of implications these have on development.
- Organizational & Office Management skills required to competently manage schedule, and complete required tasks with constant interruptions.
- Administrative Skills required to ensure that all tasks are completed on time, correctly.
- Ability to multitask in order to implement the goals, objectives and priorities as set out by the Director of Development/CBO, while still completing daily tasks.

Physical Demands and Working Conditions

- Work is typically performed in a standard office setting and requires extensive computer work, concentration and sitting.
- Mostly sedentary work; essential and marginal functions may require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time and view a computer screen.
- Work involves considerable interruptions and several requests during the day
- Contact with public officials, developers, contractors, employees, and the general public and having to deliver negative information and decisions.
- Moderate mental attending and concentration in all tasks.
- May be privy to sensitive & confidential information.
- Normal hours of work are 35 hours per week
- Involves attending meetings after hours from time to time.

Contacts

Internal:

- Director of Development (daily)
- Building Services Manager (daily)
- Municipal By-Law Enforcement Officer (daily)
- Economic Development Manager (daily)
- CAO (weekly)
- Clerk (weekly)
- Director of Corporate Services/Treasurer (weekly)
- Director of Public Works (weekly)
- Administration and Clerical Staff (weekly)

External:

- General Public (daily)
- Property Owners (daily)
- Developers, Contractors, Industry and Business Community members (daily)
- Real estate agents (weekly)
- Law offices (weekly)

Public Relations: None

Review/Approval

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: