



<u>Position:</u> Planning Secretary	<u>Date:</u> August 2024
<u>Affiliation:</u> Full-time Non-Union	<u>Issued By:</u> CAO/Deputy Treasurer

Position Summary:

The Planning Secretary is a tech-savvy, customer service-focused professional who performs well in a fast-paced environment. Reporting to the Municipal Planner, the Planning Secretary is responsible for providing administrative support for land use planning processes, including assisting with the day-to-day operations of the Planning Department. The Planning Secretary will receive, review, circulate, and be involved with Severance, Zoning Bylaw Amendment, Minor Variance/Permission, Site Plan Control, Shore Road Allowance Applications, and Development Agreements in various ways. The Planning Secretary includes being the Secretary-Treasurer for the Committee of Adjustment which involves notifying the public of upcoming Meetings, assisting the Committee with procedural matters, communicating with applicants and the public, and preparing Agendas and Minutes from Meetings.

Hastings Highlands Corporate Values:

At the Municipality of Hastings Highlands all our team members believe in:

- Being **Committed** by always being ready to jump in and striving for better
- Having **Integrity** by being honest and knowing the right thing to do
- Being **People Smart** by asking good questions, listening to others, staying engaged in conversations and having strong judgment

Reporting Relationships:

Directly – Municipal Planner

Indirectly – Chief Administrative Officer/Deputy Treasurer and Various Department Heads

Key Responsibilities:

Minor Variance/Permission:

- Review Minor Variance or Permission Applications, receive and enter Application fee, review tax roll file, prepare circulation notification list, prepare mapping and distribute appropriate documents to the required parties, notification of decision distribution and Application follow up;
- Prepare Committee of Adjustment Agenda, Minutes, Application report, various Agreements and Bylaws;
- Circulate Notice of Decision and complete process if no appeals and conditions are fulfilled;
- Ensure any Agreements are completed, circulated to the Building Department, and registered on title

Rezoning:

- Review rezoning applications, receive and enter application fee, review tax roll file, prepare circulation notification list, prepare mapping and distribute appropriate documents to the required parties, notification of decision distribution, update zoning maps and application follow up;

- Prepare Council report and bylaws;
- Circulate Notice of Passing and complete process if no appeals

Land Severances:

- Review local municipal requirements with applicant, receive Hastings County Planner Report with application, review tax roll file, determine zoning, prepare maps, and Council report (if required), prepare and distribute municipal response form, receive and review Provisional Consent conditions and assist applicant to ensure that conditional consent requirements are met, update zoning maps

Road Development/Right-of-Way Agreements:

- Review unopened concession road allowance with property owners, consultation with Operations Manager regarding development of unopened concession road allowance; review tax roll file and prepare: Bylaw, Council report and draft Road Development/Right-of-Way Agreement for approval, execution and registration

Site Plan Agreements:

- Consultation regarding commercial site plans, review tax roll and provided site plan, prepare Site Plan Control Agreement for review by planners and execution and circulate executed agreement to the Building Department

Shore Road Allowance/Road Allowance Closure and Sale

- Receive and review application, enter fee, review tax roll file, Report to Council or Municipal Planner for tentative approval (as required), advise applicant, receive and review Preliminary Reference Plan and Report to Council, provide lawyer with required documentation, calculate sale price, prepare Notice for publication, ensure Notice is published in two local newspapers and posted on the Municipal website, Report to Council to pass bylaw to close and convey, receive and review final documentation

Road Transfers

- Receive and review request to transfer Road, review Reference Plan, review transfer of Road with Operations Manager to get approval to assume Road, Report to Council, receive and review Transfer documentation for signature by Mayor and Clerk, prepare Bylaw to accept transfer and dedicate as part of the Municipal road system, and receive and review registered documentation

General Planning:

- Provide general planning information which may include research regarding: zoning regulations, permitted uses, development regulations etc.;
- Prepare zoning compliance letters including: roll file review, zoning, planning application status, level of road maintenance;
- Research and prepare various planning agreements as requested;
- Liaise with surveyors, lawyers, law clerks, real estate appraisers, and real estate agents regarding title matters;
- Report data and mapping errors for correction by others;
- Review of Zoning Bylaw to ensure compliance with Official Plan and Provincial Policy Statement;
- Commissioner of Affidavits as required;
- Performs other duties as assigned

Position Qualifications:

- Good understanding of municipal government, knowledge of land use planning processes and related legislation, procedure bylaws and parliamentary rules of procedure;
- Post-secondary degree or diploma in Office Administration, Office Administration, Legal Assistant, Land Use Planning or a closely related discipline or an equivalent mix of education and experience will be considered;
- Minimum of two (2) years of experience in a progressive administrative position;
- Successful completion of the OACA's (Ontario Association of Committees of Adjustment and Consent Authorities) Primer on Planning or willingness to complete within a year;
- Demonstrated ability to maintain a high degree of confidentiality, professionalism and sound judgment, and to exercise discretion and tact;
- Must be proficient working in Microsoft Office and Outlook for email;
- Must show initiative and be adaptable in learning to utilize software applications and program specific software e.g. Geographic Information System (GIS), Access E11, Govstack website and Canva for social media;
- Ability to prioritize, organize and complete multiple assignments simultaneously within tight deadlines;
- Effective verbal communicator who provides accurate information in a pleasant manner to telephone callers and visitors;
- Good written communication skills with a demonstrated attention to detail and accuracy;
- Must be a team player, and work effectively with other staff and elected Members of Council;
- Must be willing to participate in training related to the position or task, as required;
- Adheres to employment policies, practices, rules, and regulations

Working Relationships:

Strong interpersonal skills to interact effectively and professionally with the general public, various organizations, other staff members and Council.

Internal:

Municipal Planner, Mayor and Council, Committee of Adjustment, Department Heads, other municipal staff.

External:

General public, lawyers, surveyors, contractors, consultants, real estate appraisers, real estate brokers and agents, County of Hastings staff, outside agencies, staff of other Municipalities.

Working Conditions:

Administration Office.

Normal working hours are 8:00 a.m. to 4:00 p.m. Monday – Friday.

On occasion the position may be asked to work overtime on short notice to meet deadlines.

The above description reflects the general duties considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job.