



TOWNSHIP OF LAURENTIAN VALLEY EMPLOYMENT OPPORTUNITY

The Township of Laurentian Valley is known throughout the Upper Ottawa Valley as an area of distinct charm and natural beauty. Residents enjoy a rural lifestyle second to none. Laurentian Valley is experiencing significant growth as it continues to capitalize on its strategic location in Renfrew County.

Planning Technician

Under the supervision of the Township Planner, the Planning Technician provides technical information pertaining to land use and development regulations, and undertakes assigned tasks and projects including the preliminary review, status tracking and processing of various types of land use and development applications; economic development support; mapping and graphic services. Performs research and analysis on legislation, policy and information documents. Researches and coordinates projects as requested. Acts as Emergency Information Officer (EIO).

Position Qualifications:

- Diploma in Planning Technician Program, Degree in Geography, Planning or other related Post Secondary education.
- Previous experience in experience working in a municipal or planning environment would be considered an asset.
- Membership or eligibility for membership in the Canadian Association of Planning Technicians or the Canadian Institute of Planners/Ontario Professional Planners Institute would be an asset.
- ACST designation, OACA's Primer on Planning Course would be an asset.
- Proficiency in map and plan interpretation, compilation of statistical analysis related to population, development and land use. Basic understanding of architectural, engineering and survey principles.
- Knowledge of the ARC GIS would be an asset.
- Ability to work autonomously and manage strict timelines, excellent written and oral communication skills, public relations skills and practical problem solving ability.

Compensation: (2023 rates): \$33.11/hr - \$38.55/hr (35 hours per week, with OMERS and benefit package). Compensation under review.

Please forward your detailed resume with covering letter (in MS Word or PDF format), referencing "Planning Technician" **by Thursday, September 28th** at 2:00 p.m. to Dean Sauriol, CAO/Clerk at hr@lvtownship.ca or by mail to 460 Witt Road, Pembroke ON K8A 6W5

For a full job description please visit our website at www.lvtownship.ca

The Township is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection.



JOB DESCRIPTION

JOB TITLE:	Planning Technician	
DEPARTMENT:	Planning	
REPORTS TO:	Planner	
DATE:	September 11, 2023	
POSITION CLASS:	POSITION TYPE:	HOURS: 35 HOURS/WEEK
<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> CASUAL <input type="checkbox"/> FIXED TERM	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART-TIME	<input type="checkbox"/> COUNCIL MEETINGS <input type="checkbox"/> FLEXIBLE HOURS

POSITION SUMMARY

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QUALIFICATIONS

- Diploma in Planning Technician Program, Degree in Geography, Planning or other related Post Secondary education.
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- ACST designation, OACA's Primer on Planning Course would be an asset.
- Proficiency in map and plan interpretation, compilation of statistical analysis related to population, development and land use. Basic understanding of architectural, engineering and survey principles.
- Knowledge of the ARC GIS Desktop mapping programs would be an asset.
- Ability to work autonomously and manage strict timelines Excellent written and oral communication skills, public relations skills and practical problem solving ability.

POSITION RESPONSIBILITIES

1. Assistant to Township Planner/CEMC
2. Provides technical information to the Public and agencies
3. Review and report on land use and development applications and related projects

4. Assists the Chief Building Official
5. Emergency Information Officer (EIO)

DETAILED JOB DESCRIPTION

JOB TITLE:	Planning Technician
DEPARTMENT:	Planning
REPORTS TO:	Planner
DATE:	August 25, 2023

POSITION RESPONSIBILITIES	POSITION DUTIES
1. Assistant to Township Planner/CEMC	<ul style="list-style-type: none"> Compiles and analyzes data for special projects and reports, including statistical analysis related to population, development and land use; Reviews and processes land use and development applications including the preparation of background information and public notices for review and approval by the Township Planner; Reviews development applications to ensure they are complete and in compliance with the Corporation's planning documents; Prepares key maps and notice circulation lists for planning applications; Prepares notice packages for circulation; Maintains and monitors status tracking; Gathers background information and material for Planner's review; Pre-screens information required to respond to lawyer's requests for compliance letters and real estate sheets; Drafts resolutions for Council and Committee; Assists with the collection and review of information to promote economic development; Acts as alternate secretary for the Committee of Adjustment.
2. Provides technical information to the Public and agencies	<ul style="list-style-type: none"> Responds to general inquiries of public by phone, in person, e-mail or through a pre-consultation process; Answers inquiries related to Municipal Official Plan, Municipal Zoning By-law, site plan approval, subdivisions and consents; Provides general information related to new business and economic development inquiries.

<p>3. Review and report on land use and development applications and related projects</p>	<ul style="list-style-type: none"> • Retrieves background info i.e. severance history, zoning and Official Plan designations for land use confirmation; • Reviews applications to ensure completeness under the Planning Act and other appropriate legislation; • Undertakes preliminary review of reports and drawings submitted in support or development applications; • Assists in preparation of all notices; • Reviews Site Plans for industrial/commercial/institutional developments and plans of subdivision to ensure compliance with Official Plan, Zoning By-law, Site Plan Control By-law, Planning Act and other relevant legislation.
<p>4. Assist the Chief Building Official</p>	<ul style="list-style-type: none"> • Prepares draft of Zoning and Building Compliance letters; • Files all daily reports, permits of the CBO in roll number files; • Assists the Chief Building Official with confirming zoning, site plan and subdivision requirement related to applications for building permits.
<p>5. Provides support for the Emergency Management Program</p>	<ul style="list-style-type: none"> • Acts as Emergency Information Officer (EIO) and responsible for the preparing and coordinating the release of approved emergency information to the public and media as directed by the CEMC and/or Municipal Emergency Control Group. Assists with public education information and emergency notice templates. • Acts as a scribe for MECCG and Emergency Management Program Committee meetings. • Assists the CEMC as required.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.