



## Planning Coordinator – Job Description

### Position Summary

Reporting to the Manager of Development & Environmental Services, the Planning Coordinator acts as the secretary-treasurer for the Committee of Adjustment & Planning Board and provides administrative and technical support for all functions under the Planning Department, Planning Board and Committee of Adjustment,

### Preferred Knowledge, Skills, and Abilities

- Minimum of two years post-secondary education in planning, public administration, or similar.
- Three years progressive experience within a municipal, planning environment.
- Successful completion or enrolment in the OACA “Primer on Planning” course.
- Membership in the Ontario Association of Committee of Adjustment and Consent Authorities with an Accredited Committee Secretary Treasurer (ACST) designation.
- Knowledge and understanding of the Ontario Planning Act and related regulations, including processing all planning applications and the scheduling and holding of Committee of Adjustments/Planning Board meetings.
- Thorough knowledge of the procedures of the Committee of Adjustment/Planning Board and Planning Act procedures relating to the Committee of Adjustment/ Planning Board and legislative notice requirements, with an understanding of land use planning, municipal government operations, and procedures respecting Committee/Board meetings and records retention.
- Demonstrated organizational skills to navigate competing priorities and agendas successfully and meet multiple deadlines with a high degree of accuracy and keen attention to detail.
- Excellent written and oral communication skills.
- Ability to work independently and as part of a team.
- Exercise discretion, diplomacy and confidentiality

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- Process, review and manage planning applications to meet tight legislated timeframes set out in the Planning Act.
- Provide administrative support to the Planning Board and Committee of Adjustment in conducting Public Hearings in accordance with legislation, regulations and by-laws.
- Provide administrative and technical support for all functions of the Planning Department.

### Position Responsibilities

#### Administration

- Provide administrative support for the Planning Department, including preparing drafts for review, editing, and formatting of various correspondence, reports, agreements, by-laws, minutes, and confidential material by the Manager of Development & Environmental Services and the Planner.
- Maintain electronic and hard copy files and records.



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### Administration Cont.

- Maintain Planning Section of the webpage on the Town's website.
- Schedule meetings for staff.
- Research, propose and implement improvements to internal administrative processes and procedures.
- Photocopies/scans a variety of documents as required or requested.
- Other duties as assigned.

### Customer Service

- Review applications for completeness.
- Respond to technical or processing enquiries respecting development applications.
- Collect a variety of payments and issue receipts.
- Receive phone calls, takes messages, communicate information and redirect calls and emails.
- Direct customers through various processes.

### Planning

- Assist the Manager of Development & Environmental Services and Planner in the processing all planning applications.
- Assist with coordinating all planning applications, utilizing established procedures.
- Responsible for processing, reviewing, tracking, and monitoring development applications; assisting with data collection, data management, mapping, etc.
- Consult with customers, professionals, registered owners, and the public for various requests.
- Prepare various pieces of correspondence and communication on behalf of the Development & Environmental Services Department.
- Organize and arrange meetings to handle other related administrative duties, including filing, permit assistance and receiving clients at the front desk.
- Assist in the development of procedures for applications and departmental efficiencies.
- Process legal documents, letters, spreadsheets, reports and notices for a variety of planning applications.
- Take, transcribe, and distribute minutes of meetings.
- Assist the Manager of Development of Environmental Services and Planner at Public Meetings and Workshops and Council and Committee meetings.
- Maintain planning documents and prepare mapping for Zoning & Official Plan Amendments.



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### Planning Cont.

- Prepare materials for the Ontario Land Tribunal as required.
- Review the reference plans prepared by an Ontario Land Surveyor (OLS).

### Committee of Adjustment and Archipelago Area Planning Board

- Perform duties of Secretary-Treasurer for the Committee of Adjustment and The Archipelago Area Planning Board, including receiving applications and opening files, preparing and circulating agendas, notices and decisions, and maintaining filing system, per the Planning Act, Municipal Act, and all other applicable regulations and procedural by-laws.
- Use computer software to prepare and manage agendas, meetings, etc.

### Salary & Benefits

Annual salary for this position ranges from \$61,286 to \$71,683 annually.

### Apply

Applications for this position will be accepted, in confidence, until **4:00 pm on Friday, September 15<sup>th</sup>, 2023.**

**Applications are to be directed to:** Human Resources Department, Township of The Archipelago  
9 James Street, Parry Sound, ON P2A 1T4  
Email: [HR@thearchipelago.ca](mailto:HR@thearchipelago.ca)

*We thank all applicants, however, only those individuals selected for an interview will be contacted.*

*The Township of The Archipelago is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected in confidence under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.*