POSITION TITLE: **PLANNING TECHNICIAN**

DEPARTMENT: **ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES, DEVELOPMENT SERVICES DIVISION**

REPORTS TO: **PLANNING SUPERVISOR**

CATEGORY: **PERMANENT FULL-TIME**

UPDATED: **REVISED SEPTEMBER 2021**

HOURS OF WORK: 35 HOURS/WEEK

RATE OF PAY: **$33.11/HOUR**

CLOSING DATE: **SUNDAY, APRIL 21, 2024**

HOW TO APPLY: **LOYALIST TOWNSHIP'S WEBSITE CAREERS PAGE**

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan through supporting the planning function. This role is key for the development review processes and ensures all planning projects are well coordinated and planned. This position prepares reports and applications and provides technical support to the Committee of Adjustment in preparation for and during meetings, including preparation of maps, charts, and tables for reference purposes during decision-making in meetings. As a valuable planning resource, this position provides zoning interpretations to other Township departments and divisions, by-law officers, external agencies and the public and responds to inquiries about consents and minor variances.

MINIMUM QUALIFICATIONS:

- Diploma in planning or a related discipline (Planning Technician, Geography, Urban Studies etc.).
- University Degree in planning or a related discipline is an asset.
- Minimum two (2) years of previous planning experience including demonstrated experience working with GIS, preferably in a municipal setting.
- An equivalent combination of education and experience may be considered.
- Membership with the Ontario Professional Planners' Institute is an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid Class "G" driver's license, with a clean driving record and access to reliable personal vehicle.

SKILLS, ABILITIES, AND KNOWLEDGE:

- Sound knowledge of Ontario Planning legislation and Provincial Policy Statement.
- Demonstrated knowledge of Committee of Adjustment processes.

- Ability to accurately read and interpret construction drawings, surveys, legal descriptions, and legal documents.
- Knowledge of other municipal operational issues (e.g. municipal finance and taxation, municipal structure, organization and administration), and provincial legislation, regulations, policies and programs that affect municipal activities.
- Effective organizational/coordinating and research skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills that foster positive public/municipal working relationships, and ability to interact effectively with municipal staff, developers, consultants, residents, businesses, other government agencies.
- Ability to act with integrity and discretion in handling confidential materials, and the ability to maintain tact and courtesy in confidential meetings and settings.
- Excellent analytical and problem-solving skills.
- Good computer skills in MS Office and excellent ability to work with Geographic Information Systems in the course of planning work.
- Strong attention to detail and ability to keep accurate records, both electronically and in hardcopy.
- Ability to effectively manage projects, organize and prioritize work to meet deadlines and plan appropriate follow-up.
- Ability to adapt to change and demonstrate flexibility and resiliency, with a continuous improvement mindset.
- Self-motivated with an ability to maintain current knowledge and skills.
- Ability to meet a high level of customer service excellence.
- Ability to adhere to government legislation, operating manuals, Township policies/procedures and departmental guidelines.

DUTIES AND RESPONSIBILITIES:

Planning Functions:

- Perform research and analysis of planning related data for projects and reports.
- Conduct pre-consult meetings with potential Committee of Adjustment applicants to ensure understanding of application requirements and review development applications for accuracy and completeness.
- Maintain and update consolidated Official Plan and Zoning by-law.
- Maintain accurate and up-to-date zoning category exception records.
- Compile, record and map statistical data on building permits, land supply, existing land use, Committee of Adjustment decisions, etc.
- Assist with routine processing of other Planning Act applications.
- Prepare statutory notices for Committee of Adjustment applications in compliance with legislative requirements.
- Serve as a staff resource for the Committee of Adjustment and carry out duties such as process applications, perform site inspections, prepare development agreements and certify deeds for final consent for review by the Supervisor of Planning or the Manager of Development Services.
- Prepare and present reports concerning land consent and minor variance applications; and other planning reports as assigned.
- Review standard Committee of Adjustment conditions and processes and recommend changes to the Committee and the Supervisor of Planning and Manager of Development Services.

- Monitor case law pertaining to Committee of Adjustment decisions and ensure important changes are reviewed and, if required, applied in future.
- Monitor amendments to planning legislation and provincial policies as related to the Committee of Adjustment and ensure important changes are reviewed and, if required, applied in future.
- Witness the execution of planning related documents as a Commissioner of Oaths, including planning applications, land transfer affidavits and affidavits of staff for legal proceedings.
- Draft, design, and prepare maps, schedules, charts, subdivision layouts and other drawings and visual presentation materials.
- Provide data and information for economic development enquiries, as directed.
- Perform Minimum Distance Separation calculations for the Building and Planning Divisions.
- Research and assist Township departments regarding Land Registry Office transactions.
- Maintain vacant lot inventory.

Enforcement Functions:

- Provides enforcement of planning and building related by-laws such as zoning, fence, sign, outdoor furnace, etc. (this excludes property standards).
- Investigate violations and document evidence with complete records and notes.
- Compose zoning violation letters and work with property owners to achieve voluntary compliance.
- Where voluntary compliance is unlikely on not achieved, collaborate with Township by-law enforcement.
- Perform the duties of an expert witness and provide evidence at court hearings.

WORKING RELATIONSHIPS:

Internal: Daily communication with planning staff, committee members.

External: Frequent communications with the public, developers, outside vendors, and training organizations.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- May be seated for long periods (3-4 hours).
- Work hours are equal to a 35-hour week. Some flexibility is required to accommodate evening meetings.
- Occasionally required to visit properties and may be exposed to disagreeable conditions, such as upset or angry residents and others.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.