



**TAY TOWNSHIP  
POSITION DESCRIPTION**

<b>Position Title:</b> Planning Technician	
<b>Department/Division:</b> Protective and Development Services/Planning and Development Services	<b>Reports to (Directly):</b> Manager of Planning and Development Services
<b>Direct Reports:</b> Not Applicable	<b>Indirect Reports:</b> Not Applicable
<b>Pay Band:</b> 7	<b>Hours Per Week:</b> 35
<b>Creation Date:</b> March 2017	<b>Revision Date(s):</b> January 2022; September 2021; December 2020

**POSITION SUMMARY:**

Reporting to the Manager of Planning and Development Services, or their designate, this position is responsible for providing technical advice, coordination of minor development applications, answering planning and development enquiries, assisting in the digital maintenance of records and planning-related information, creating mapping, visual diagrams. Other duties may include providing technical support in preparation of the Official Plan and Zoning By-law, process Ontario Land Tribunal appeals and complete preliminary zoning reviews and other technical planning related projects.

Assumes all statutory duties of the Secretary-Treasurer to the Committee of Adjustment and provides advice to the Committee in the performance of their duties and assists the Public through the minor variance and consent processes. This may include the preparation of records and notices required by the Planning Act.

**RESPONSIBILITIES:**

1. Models the Township’s values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to

- seek change; explores new technologies/best practices to re-think Planning and Development Services practices and identify initiatives that can deliver greater benefit for Tay community members.
2. Acts as Geographic Information System (GIS) specialist for the Township for a variety of planning and other analysis tasks, including the production of mapping, schedules and notices with the most up to date information. Maintains parcel fabric layer and zoning layer database.
  3. Responds to and investigates inquiries from the general public in relation to planning and development service areas. Provides planning and development information to the general public, agents and developers including advice and assistance regarding planning applications, zoning inquiries, the planning application process and municipal/provincial requirements. Liaises with the general public on planning matters in a courteous, tactful, professional and timely manner.
  4. Prepares and analyzes planning reports for Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision and Site Plans, as assigned.
  5. Ensures the duties and obligations for the Committee of Adjustment are carried out (receives, manages and circulates applications and decisions and conducts follow up to ensure fulfillment of conditions and provides certificates for severances).
  6. Ensures the duties and obligations for the Property Standards Committee are carried out in collaboration with Municipal Law Enforcement.
  7. Prepares and evaluates planning reports to the Committee of Adjustment on consent and minor variance applications.
  8. Attends regular Heritage Committee Meetings as a technical resource and Township Representative.
  9. Prepares responses in connection with information requests from local and provincial planning authorities on related planning matters.
  10. Ensures zoning compliance for Building Permit applications.
  11. Assists the Manager in the collection and analysis of research information for special studies, projects and planning policy formulation.
  12. Provides input into the preparation of special studies related to development planning issues and municipal policy or by-law changes including general amendments to the Official Plan and Zoning By-law, where necessary.
  13. Prepares concise and accurate maps, charts and illustrations for Planning Reports, Official Plan and Zoning By-law Amendments, Committee of Adjustment reports, Ontario Land Tribunal (OLT)

Hearings, Plans of Subdivision and Site Plans.

14. Attends OLT hearings and other hearings as an expert witness for the Township as directed.
15. Maintains the Township's Civic Addressing System, including 911 address updating, data entry, public inquiries, assigning new addresses, Address Map Book and CAM (County web-based address database and update notification system).
16. Calculates development charges payable and liaises with School Boards regarding Educational Development Charges (EDCs) and the County of Simcoe regarding the County's Development Charges.
17. Recommends planning and development objectives and strategies to the Manager with updating of the Municipality's Official Plan and Zoning By-law to take into account local, regional and provincial interests and concerns.
18. Conducts site inspections; supports quality, timely approval of development applications related to site plans, subdivisions and condominium plans and Official Plan amendments, zoning/by-law amendments, various applications and major planning studies (secondary plans).
19. At the discretion of the Manager of Planning and Development Services: advises Protective and Development Services Committee with respect to all Planning and Development Services Division related activities and land-use planning matters; prepares reports for the Protective and Development Services Committee and Council; attends Protective and Development Services Committee and Council meetings to provide Planning and Development information and advice. Attends department meetings and other outside meetings as required.
20. Provides input to the Manager of Planning and Development Services for the department budget for recommendation to the General Manager, CAO and ultimately Council. Exercises expenditure control in area(s) of responsibility.
21. Develops and maintains a contact network with professionals in the field and counterparts in other municipalities.
22. Keeps informed on physical, social and economic conditions, developments, and trends and on pertinent legislation, by-laws, regulations, literature, through ongoing environmental scanning.
23. Ensures compliance of the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures and best practices.
24. Maintains a high degree of confidentiality and security of information. Where information is developed prior to Staff/Public release, ensures confidentiality of information produced for Council and other sensitive

information consumers.

25. Performs other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **Qualifications:**

### **Education and Training**

- ❑ Completion of post-secondary education, from an accredited educational institution, is required, preferably in land-use planning, geography, or other relevant discipline.
- ❑ Registered Professional Planner (RPP) designation or working towards membership with the Ontario Professional Planners Institute (OPPI) is considered an asset.
- ❑ Certified Planning Technician (CPT) designation with the Canadian Association of Certified Planning Technicians (CACPT) is considered an asset.
- ❑ Membership with the Ontario Association of Committees of Adjustment (OACA) is considered an asset.
- ❑ Valid Class 'G' driver's license in good standing.

### **Experience**

- ❑ 3 to 5 years of progressive planning and development experience, preferably in a municipal or public sector environment is considered an asset.

### **Knowledge**

- ❑ Familiarity including working knowledge of the Ontario Planning Act, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe and other relevant Provincial Legislation.
- ❑ Knowledge of GIS applications, preferably Environmental Systems Research Institute (ESRI).

### **Skills and Competencies**

- ❑ Superior computer skills including Microsoft word processing/spreadsheet software, internet and e-mail programs and related office equipment.
- ❑ Superior interpersonal and public relations skills to deal courteously and

effectively with all levels of staff and government, elected officials, local boards/commissions, community groups and organizations, and the general public with the ability to exercise tact, diplomacy and good judgement at all times.

- ❑ Strong written and verbal communications skills and analytical skills as well as an effective presentation style and method.
- ❑ Well organized, flexible and able to deal with multiple priorities; organizes own time effectively, prioritizes and delegates appropriately, prepares in advance and sets realistic timeframes; ensures all activities and resources are used efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload, considers competing interests, and adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.
- ❑ Comfortable with new ideas and has the curiosity to seek new opportunities and implement change. Collaborative and focused on practical, timely solutions. Self-assured and confident; drives towards results while constantly problem-solving. Learns quickly; recognizes and adapts to evolving conditions. Translates knowledge and ideas into action and tangible and measurable outcomes.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

#### **Effort, Physical Demands and Working Conditions:**

- ❑ Normal workweek – 35 hours, with some overtime required including attendance at evening meetings.
- ❑ Performance of duties normally takes place in an office environment. Environments also include out-of-office meetings and site inspections. Required, from time to time, to attend meetings, seminars/conferences in locations other than Tay Township. May be subject to inclement weather during site inspections.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position involves attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information.

- Responsibility/decision-making efforts include an extensive and multi-faceted degree of analysis. Decisions to be made within the corporate mandate by adapting methods, guidelines or procedures. Position requires confidentiality in many aspects of the work.