



Township of Tay

Job Description

Planner

Reports to: Director of Planning & Development

Subordinate Positions: None

Position Summary:

The Planner shall provide advice and interpretation as it relates to the Zoning By-law and Official Plan, provide administrative and technical support to the Planning and Development Department, and prepare mapping for Township Departments. Assumes all statutory duties of the Secretary-Treasurer to the Committee of Adjustment.

Responsibilities:

1. Liaises with the public and implements the Township's "Planning First" philosophy on planning applications, Committee of Adjustment matters, zoning inquiries, and other general planning matters.
2. Answers public inquiries on Planning and Committee of Adjustment matters in a courteous and timely manner and keeps the Director informed on matters as required.
3. Processes and analyses Planning applications (Official Plan, Zoning, Subdivision and Site Plan), conducts required site visits, prepares and presents planning presentations at public meetings, and prepares related Planning reports for Committee of Adjustment/Council agendas.
4. Oversees the circulation of Planning applications and collection of comments from Senior Management and all applicable outside agencies and is responsible for the compilation of data for Director's review.
5. Undertakes detailed research to assist the Director in the preparation of new policies.

Responsibilities cont'd.

6. Undertakes representative duties as Planner with the community, Province and inter-municipally as required/directed and acts as an "ambassador" for the Township, supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.
7. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, organizational theory and practices relating to the functions of the department in order that professional competence is maintained.
8. Attends Local Planning Appeals Tribunal hearings and other hearings as an expert witness for the municipality as directed.
9. Receives and responds to telephone, written and counter inquiries which are of a general planning (zoning) nature or pertain to the Committee of Adjustment.
10. Acts as GIS Operator and CAD Operator for the Township for a variety of planning analysis tasks and the production of mapping, schedules and notices with the most up to date information.
11. Maintains the Township's Civic Addressing System, including 911 updating, data entry, public inquiries, assigning new addresses, Address Map Book and CAM (County web-based address database and update notification system).
12. Calculates Development Charges payable and liaises with two School Boards regarding EDCs and the County of Simcoe regarding the County's Development Charges.
13. Prepares concise maps, graphs and charts for planning reports, Official Plans, Secondary Plans, Zoning By-Law Amendments, O.M.B. hearings, etc. Also responsible for maintaining and updating the maps and schedules of the Official Plan and Zoning By-Law.
14. Provides information on the implementation and adherence to the Ontario Heritage Act to the Heritage Committee.

Responsibilities cont'd.

15. Undertakes research, write reports, and provides information to the Heritage Committee. This often requires research because these topics are not land use planning related, rather they deal with heritage and culture. It requires reading and research to learn about these topics to provide information back to the Committee.
16. Acts as backup with respect to planning and zoning matters from the general public during absence of the Director.
17. Attends department meetings and other outside meetings as required.

Responsible for Committee of Adjustment applications and meetings including:

- a) Assumes the duties of the Secretary-Treasurer.
- b) Provides technical support as it relates to Minor Variance and Consent applications including assisting the applicants and reviewing all applications for completeness.
- c) Processes applications and prepares reports and recommendations to the Committee of Adjustment with respect to applications for consent and minor variances as assigned.
- d) Attends Committee meetings and ensures that decisions and directives are acted upon and that all required parties are properly notified.
- e) Prepares notification to the public and agencies for circulation of all Consent and Minor Variance applications in accordance with the regulations of the Planning Act.
- f) Processes LPAT appeals related to Committee of Adjustment decisions, and when necessary prepares submissions under the direction of Township Solicitor and Director of Planning and Development in preparation for LPAT hearings.
- g) Other duties as may be assigned.

Qualifications:

- ❑ Requires knowledge of planning, acquired through an Honours University Degree in Urban Planning, Environmental Studies or related discipline and a minimum of three years planning experience, preferably in the municipal setting.
- ❑ Requires full membership or eligibility for full membership in the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute, including the Registered Professional Planner (RPP) designation.
- ❑ Thorough knowledge of Zoning By-laws, Official Plans, the Planning Act and LPAT/OMB processes as well as other applicable Legislation, Acts, Regulations, local government functions, and responsibilities.
- ❑ Knowledge of technical terminology, GIS, AutoCAD, and statistical database management, MS Office applications, including Word, Excel, Access, e-mail and the internet required.
- ❑ Requires strong knowledge of and be able to operate a GIS and AutoCAD and possess cartographic skills.
- ❑ Possesses a good understanding of Department-related problems and has an appreciation of Township Policies, Practices and Responsibilities including but not limited to Smoking in the Workplace, Respect in the Workplace and Accessibility Standards for Customer Service.
- ❑ Deals effectively and tactfully with the general public.
- ❑ Maintains confidentiality as per the requirements of the Municipal Freedom of Information and Protection of Privacy Act and Municipal Policies.
- ❑ Has strong organizational and time management skills involving attention to multiple deadlines.
- ❑ Shall possess excellent oral and written skills.

Effort:

- ❑ Job involves mental and visual concentration.
- ❑ Job involves some travel.
- ❑ Normal workweek – 35 hours.

Working Conditions:

- Required to attend evening Committee of Adjustment meetings.
- Attend evening Council meetings when required.
- Assist the Director as required.
- Work environment contains the usual risks or discomforts; no special safety precautions are required. May be subject to inclement weather conditions while conducting site inspections.
- Participates in the Township's Health & Safety Program, wears & maintains personal protective equipment as required, approved and issued and reports any incidents, accidents or hazards to the Supervisor.

Prepared: March 30, 2017

Revised: August, 2019