



PLANNING TECHNICIAN

The Corporation of the Township of Tay

The Planning Technician is an integral part of our collaborative Planning and Development Services Team! We are seeking a dynamic, driven individual who thrives in a culture of change and innovation. We are looking for adaptability to our growing and evolving Municipality and enthusiasm for making a positive impact on the Corporation and our Community as one.

Tay Township is located on the sunset shores of Georgian Bay. Our communities of Victoria Harbour, Port McNicoll, Waubaushene and Waverley combine the perfect balance of urban and rural households. Tay Township is a four-season destination offering inclusive cultural and recreational activities for all ages.

Our team members are forward thinking collaborators who are driven to innovate and modernize local government. The ideal candidate will be adaptable to our growing and evolving municipality and will enthusiastically demonstrate capabilities for making a positive impact on the Corporation and the Community as one.

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.

The position requires the completion of post-secondary education, from an accredited educational institution, preferably in land-use planning, geography, or other relevant discipline and a valid Class 'G' driver's license in good standing. Three (3) to Five (5) years of progressive planning and development experience (preferably in a municipal or public sector environment), Registered Professional Planner (RPP) designation or working towards membership with the Ontario Professional Planners Institute (OPPI), and Certified Planning Technician (CPT)

designation with the Canadian Association of Certified Planning Technicians (CACPT) is considered an asset.

The successful candidate will have strong written and verbal communications skills and proven analytical skills. The candidate must be well organized, flexible and able to deal with multiple priorities and demonstrate superior interpersonal and public relations skills to deal courteously and effectively with all stakeholders with the ability to exercise tact, diplomacy and good judgement at all times.

The salary range for this position is \$36.72 to \$42.96 per hour with a 35-hour work week. Some overtime is required including attendance at evening meetings. We also offer a comprehensive pension and benefit package (conditions may apply).

Join our team today and help transform the way local government connects with the community it serves.

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description available on the Tay Township website – www.tay.ca/jobs
2. Submit a cover letter and resume via e-mail by **4:00 p.m., Friday, February 11, 2022**

Human Resources

E-mail: HR@Tay.ca

Note: Please reference '**Planning Technician**' at the beginning of the subject line.

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, will only be used for candidate selection. The Township of Tay is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Township of Tay throughout the recruitment, selection and/or assessment process to applicants with disabilities.