

MUNICIPALITY OF MISSISSIPPI MILLS JOB DESCRIPTION



DEPARTMENT:	Planning Department
DIVISION:	Planning
JOB TITLE:	Planning Technician / Secretary Treasurer to the Committee of Adjustment
EMPLOYEE GROUP:	Non Union
SUPERVISOR:	Senior Planner
REVISION DATE:	

POSITION SUMMARY AND SCOPE:

Under the supervision of the Sr Planner, the Planning Technician / Secretary to the Committee of Adjustment shall coordinate the Committee of Adjustment and Property Standards Committee and the Agricultural Advisory Committee as well as assist the Senior Planner with any other Committees of Council within the Planning Department's portfolio. This role will assist the Planner in the processing, reviewing and evaluation of a range of development applications with a primary focus on Committee of Adjustment and Site Plan applications as well as review building permits, for the purpose of confirming zoning compliance and granting zoning approval. This role also includes managing the Department's CGIS program and all planning-related databases within the CGIS program, assisting the Senior Planner with the preparation of Committee and Council presentations and materials for public meetings.

DUTIES AND RESPONSIBILITIES:

Reporting to the Senior Planner, the Planning Technician/Secretary Treasurer is responsible for the following:

1. Primary contact for the public, applicants, Councillors, agencies and internal staff for Committee of Adjustment and Site Plan Control applications including assisting the Planner in the processing, reviewing and evaluation of planning applications including the statutory circulation of applications, summarizing and resolving agency comments and preparation of public notices.
2. Responsible for the overall administration of the Committee of Adjustment and Property Standards Committee as the Secretary Treasurer to the Committee of Adjustment including providing advice to the Committee in the performance of their duties and assist applicants and the public through the minor variance process.
3. Reviews building and demolition permits and other municipal licences or by-laws for zoning compliance and issuing zoning approval. Screens building permits for other approvals required as applicable law under the Ontario Building Code (Site Plan Control, Conservation Authority, Heritage, MTO etc.)

4. Responsible for the Planning Department's CGIS program including responsible for the status and tracking of development applications, and generating regular summaries, updates, and reporting of development status to the Senior Planner and Committee/Council.
5. Is the primary point of contact for planning inquiries from the public, residents and developers and is responsible for the management of the inquiry database (CGIS) including tracking and preparing responses to inquiries and preparing status reports on inquiries for the Senior Planner and Committee/Council.
6. Provides technical advice on planning application processes to the public and other departments, within scope.
7. Plans and coordinates the Planning Department's Open Houses, and Public Meetings including preparing meeting notifications, coordinating virtual or in-person meetings, taking notes, and interacting with the public, residents and Councillors at the public meetings.
8. Creates mapping and visual diagrams for planning application notices, presentations and reports.
9. Assists the Senior Planner and By-law Lead Hand in leading other Committee meetings within the Planning Department's portfolio such as the Agricultural Advisory Committee, including both in person and/or remote/electronic meetings when required, including management of the remote meeting hosting platform, preparing agendas and taking minutes.
10. Undertakes research to develop background reports/discussion papers on policy planning projects including Official Plan Amendments and updates to the Zoning By-law and, related issues and pertinent legislation to Committees, Council, staff, and the general public.
11. Other duties may include providing technical support to the Senior Planner in preparation of the Official Plan and Zoning By-law, process Ontario Land Tribunal appeals.
12. Other duties and responsibilities as assigned.

EDUCATIONAL REQUIREMENTS:

- University Degree in a planning, public administration or business related field or College Degree in a Planning Technician program with 2 to 3 years of progressive experience in a Planning Technician role.
- Full or Provisional Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute or qualifies and willing to obtain and/or certification/membership in, or eligibility for membership in, AMCTO, Canadian Association of Certified Planning Technicians, and/or Ontario Association of Committees of Adjustment (OACA)
- Successful completion of AMCTO "Municipal Administration Program" and the Ontario Association of Committees of Adjustment & Consent Authorities (OACA) "Primer on Planning" course and/or related/equivalent training would be an asset.
- Basic understanding of the various Provincial, Regional, and Municipal plans and policies, the Ontario Planning Act and knowledge of statutory public notice requirements and procedures

SKILLS AND COMPETENCIES:

- Valid Class G Ontario Driver's License.
- Must have a sound working knowledge of computers.
- Excellent verbal and written communication skills
- Ability to exercise discretion and sensitivity involving regular access to confidential and sensitive information
- Analytical skills, initiative, and ability to work under pressure
- Presentation skills and working knowledge of Microsoft Office.
- Ability to read and understand development plans, drawings, zoning and other Municipal by-laws, development agreements (Site Plan and Subdivision), etc.
- Working knowledge of GIS would be an asset

EXPERIENCE:

- A minimum of two to three (2 – 3) years of progressive planning or building or municipal administration experience in a position of similar responsibility with experience with Planning Act and/or Building Permit applications.

WORKING RELATIONSHIPS:

Internal	Colleagues in Planning and Building; Roads and Public Works; Clerk's Office; Fire Department. The Planning Technician is required to communicate with periphery municipal agencies and committees and with Councillors.
External	Consult with partner agencies, provincial and federal Ministries, stakeholder groups and general members of the public.

SUPERVISOR/MANAGEMENT:

The position does not have supervisory responsibilities.

Hours of work: 40 hours per week

Evening meetings and overtime may be required