



POSTING

Planning Technician
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? *Our team is passionate about providing excellent customer service to the residents we serve. We encourage learning and development and believe in a respectful, team-based workplace that is effective and welcoming. Plus, we like to have fun while accomplishing great things for our Residents!*

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as a Planning Technician? *You are an organized person with sound knowledge of Ontario planning legislation. You are able to accurately read and interpret construction drawings surveys, and legal documents. You pride yourself in your ability to research, write, and communicate reports. You have a strong attention to detail and face challenges with a positive attitude. If this sounds like you, apply today!*

Loyalist Township invites applications for this permanent full-time position, which is covered by the CUPE Local 2150 Collective Agreement. A detailed job description is below.

File No: 2021-44 Planning Technician
Hours: 35 per week
Hourly Rate: \$30.59 per hour (2021)
Closing: October 17th, 2021, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



JOB DESCRIPTION

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

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 or 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.