



Planning Technician

Position Code: 47

Department: Growth & Development

Division: Planning

Reports To: Manager, Planning

Direct Reports: None

Pay Band: 7

Effective: October 2009

Revised: July 2026, June 2023

Status: Permanent Full-Time
Non-Union

Indirect Reports: None

Position Summary

Reporting to the Manager, Planning, and with guidance from a Senior Planner, the Planning Technician provides general information on planning applications, planning processes, zoning enquiries and circulations. The Planning Technician assists with the preparation of public notices, issues zoning certificates and compliance letters, undertakes administrative updates to the Town's Zoning By-law, and provides planning-related mapping services. The position also accepts, reviews, and prepares reports and recommendations for Committee of Adjustment and Property Standards applications in the role of Secretary-Treasurer, assists in the processing and preparation of notices for other development applications, and aids the Planning team as required.

Duties and Responsibilities

1. Committee of Adjustment and Property Standards (40%):

- (a) Assume all statutory duties of the Secretary-Treasurer for the Committee of Adjustment and Property Standards under the supervision of the Manager and/or a Senior Planner.
- (b) Ensure the duties and obligations for the Property Standards Committee are carried out in collaboration with By-law Services.
- (c) Prepare and/or coordinate the preparation of supporting documents for circulation of all necessary notices.
- (d) Prepare planning reports (reviewed by the Manager and/or a Senior Planner or their designate) and/or supporting documentation for the Committee.
- (e) Review applications and perform site inspections. Interpret and scale surveys, reference plans, registered plans, etc.
- (f) Prepare documents for the Ontario Land Tribunal as required.
- (g) Train and support Committee Members, including orientation to new Committee Members.

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- (h) Schedule Committee meetings and review minutes.

2. Zoning Compliance (25%):

- (a) Review and prepare zoning certificates in support of building permit applications.
- (b) Review and prepare zoning compliance letters.
- (c) Identify zoning interpretation issues with the Manager and/or a Senior Planner for discussion and resolution.

3. Handle Customer Enquiries (20%):

- (a) Serve as the technical liaison and respond to enquiries from and/or confer with developers, investors, the public, municipal departments, local municipalities, County and Provincial departments, etc. regarding a broad range of planning and land use related matters such as general regulations related to development within the municipality, active files and development activities, and information on policy, applications, processes, and planning matters.
- (b) Act as Commissioner of Affidavits for development matters as required by legislation.
- (c) Provide front desk and general job coverage/back-up for the Planning & Building Administrative Assistant and/or Application Assistant as needed.

4. Preparation of Mapping, Schedules, and Notices (15%):

- (a) Provide computer assisted drafting services for division documents such as Development Activity maps, and Zoning By-law and/or Official Plan Amendment schedules.
- (b) Assist in processing and preparation of notices for circulation related to development applications and coordination of applications through the various stages of the review and approvals process.
- (c) Participate in development tracking and workflow management, within the areas of responsibility associated with the position.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g., safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

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Knowledge, Skills and Experience

1. Diploma in a Planning Technician program or planning-related discipline.
2. Eligible for full or associate membership with the Canadian Association of Certified Planning Technicians and the Ontario Association of Consent Authorities. Designation as a Certified Planning Technician or an Accredited Committee Secretary-Treasurer an asset.
3. Three (3) years of relevant experience and experience with Committees of Adjustment under the Ontario Planning Act.
4. Excellent analytical, report writing, communication, organizational, and interpersonal skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
5. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
6. Thorough working knowledge of Windows and Microsoft Office applications, ESRI ArcGIS applications, database management, and office equipment. Knowledge of Blue Beam and Cityview software an asset.
7. Valid Class "G" driver's license and reliable vehicle to use on corporate business. Ability and willingness to travel within the community as required.
8. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue regarding sitting, standing, and walking. Daily tasks may include operating a computer, meetings, training, concentrated attention to detail during report/release writing, analysis of various information and computer work. Individual must operate office equipment such as computers, copiers, faxes, scanners and adding machines (100%).

Normal hours of work are thirty-five (35) hours per week, usually Monday through Friday, shifts are seven (7) hours plus a one (1) hour unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts to work evenings or weekends to

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accommodate high volume periods or for after-hours customer service initiatives, or to work overtime as needed.

Physical Environment: Work is conducted in a standard office environment. (90%) Work involves travelling to other Municipal buildings or off-site, business-related locations, meetings and training held in meeting rooms or conference rooms (10%).

Sensory Attention: Visual concentration and repetitive keyboarding tasks. Ability to coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision and ability to adjust focus. (70%) Requires the ability to prepare and read a variety of reports, letters/correspondence, budgets, etc. The ability to communicate effectively including explaining processes instructions and speaking before groups of people. (30%)

Stress: Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (85%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress. (10%) Occasional exposure to dissatisfied members of the public. (5%)

Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	0
Total Employees Serviced:	0
Other Working Relationships:	Position communicates regularly with staff, various government agencies, elected officials, solicitors, real estate agents, land developers, investors, architects, engineers, and the public.
Budget:	n/a
Salary Budget:	n/a

Review and Signatures

Employee Name: _____

Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Manager/HR Signature: _____	Date: _____