

JOB SUMMARY:

To provide front-line customer service and administrative support in the co-ordination and maintenance of planning applications, including but not limited to site plans, zone changes and minor variances. Act as the Secretary for the Committee of Adjustment, assist in carrying out planning studies, research/special projects, and act as the liaison with the County of Wellington for consent applications and GIS mapping. Issue zoning compliance letters, communicate planning issues to the public and respond to public inquiries.

IMMEDIATE SUPERVISOR:

Clerk/Director of Legislative Services

STATUS:

Regular Full-time

HOURS:

Monday to Friday - 35 hours per week

TITLES OF POSITIONS REPORTING TO THIS POSITION:

None

KEY DUTIES & RESPONSIBILITIES:

- Assist the public with planning inquiries such as zoning, site plan requirements and variances etc.
- Review, circulate and co-ordinate all planning applications submitted to the Township under the Planning Act (Site Plan, Zoning, Condominium, Subdivision, consent, and minor variance), including clearing Township conditions, and coordinating the release of securities.
- Act as the Secretary-Treasurer for the Committee of Adjustment.
- Co-ordinate all Committee of Adjustment applications, prepare agendas and minutes, attend meetings and present reports.

- Prepare quarterly planning files and update reports.
- Research and assist with policy and legislative changes.
- Prepare County Land Division Commenting forms for Council approval and submission to County Land Division Committee.
- Prepare clearance letters for completed conditions under Land Division Committee.
- To be involved, on occasion, in submissions to other levels of government, boards and commissions.
- Reviews building permit applications for compliance with zoning, and source water protection policies.
- Assists in preparing appeals of planning decisions to the LPAT in accordance with regulations. Research and documents technical evidence on behalf of the Township for presentation at appeal hearings.
- Provide necessary information to the County of Wellington for the purpose of GIS mapping and planning mapping layers.
- Prepare background research and reports for the Director of Legislative Services/Clerk or Planner as required.
- Manage and facilitate the Township's Telecommunication Tower process in accordance with the Radio Communications Act.
- To perform other related tasks or responsibilities as may be assigned by the Director of Legislative Services/Clerk or designate.

EDUCATIONAL REQUIREMENTS:

Post-secondary degree/diploma in Planning, Urban/Regional Planning Technology, or closely related program.

SKILLS & QUALIFICATIONS:

- Minimum two (2) years of relevant municipal planning experience.
- Membership in the Ontario Professional Planners Institute is preferred.
- Working knowledge of the Provincial Policy Statement and Planning Act.
- Excellent verbal and written communication skills, good analytical and research skills with the ability to problem-solve.
- Organizational skills with attention to detail and ability to meet deadlines.
- Demonstrated customer service skills and an ability to be courteous in dealings with the public.
- Proficiency in computer use – Microsoft Office Suite, Microsoft 365 applications, Adobe and Filehold.
- Knowledge of AutoCAD, ArcGIS an asset.
- A valid Criminal Record Background Check to the satisfaction of the Township of

Guelph/Eramosa is required.

- Working knowledge of the Radio Communications Act and the role of local land use authorities in the review of Telecommunication Tower proposals.
- Excellent analytical, research and problem-solving skills.


EQUIPMENT, MACHINES AND TOOLS USED:

- Computer/printer, phone, fax machine, calculators, and photocopier

EFFORT AND WORKING CONDITIONS:

- Involves mental and visual concentration
- Job requires light physical exertion (i.e.: moderate walking and lifting)
- Availability to work evenings and/or weekends as necessary
- Office working environment contains the usual risks or discomforts of sitting for long periods of time; no special safety precautions are required

Approved By:



Chief Administrative Officer

On:

*Created: April 9, 2021
Revised July 2022
Revised June 27, 2024*