



Job Title:	Planning Assistant
Department:	Building and Planning Services
Reports To:	Director of Building & Planning / CBO
Salary Band:	Band 5, 35 hours per week
Last Update:	January 2024

Position Summary:

Provides all support services for the Planning Department, acts as Assistant Secretary Treasurer of the Committee of Adjustment.

General

- a) Assist in circulating Public Meeting agendas in conjunction with the Legislative Services department.
- b) Collect all planning fees in in conjunction with Planning Act applications and enter data into municipal software.
- c) Attend Committee meetings and Council meetings as required.
- d) Weekly banking and balancing of fees and charges received. Create deposit and provide to treasury department.
- e) Maintain and update all Planning Department forms and applications as required.
- f) Answer all inquiries by phone, email and mail regarding planning matters, zoning, and Committee of Adjustment inquiries.
- g) Prepare mailing lists, circulate all planning notices and track deadlines to be met for all planning applications.
- h) Support internal staff in other departments regarding planning matters
- i) Effective verbal, oral and written communication skills.
- j) Attend planning meetings and record and circulate minutes.
- k) Time management.
- l) Perform other administrative duties as necessary.
- m) Proven ability to deal effectively with people in difficult situations.
- n) Proficiency in Microsoft applications.

Planning

- a) Prepare and open files for all planning applications, including Official Plan and Zoning amendments, subdivisions and condominiums, site plans, pre-consultations and Committee of Adjustment.
- b) Research and complete Zoning compliance requests.
- c) Work with local representatives of the Lake Simcoe Region Conservation Authority pertaining to Planning applications and permit process, in conjunction with the Planner.

- d) Prepare all planning application signage.
- e) Consult with ratepayers at the counter providing planning information relating to development proposals.

Committee of Adjustment:

- a) Work in conjunction with the Secretary for Committee of Adjustment, processing applications and attending meetings in the absence of the Secretary Treasurer
- b) Assist in the preparation and circulation of all Committee of Adjustment applications
- c) Answer general planning inquiries pertaining to Committee of Adjustment applications via phone, counter, email and/or mail
- d) Assist applicants with the completion of applications in preparation of being heard by the Committee of Adjustment

Compliance:

- a) Comply with and perform duties in accordance with the Code of Conduct.
- b) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.
- c) Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- d) Remain current with the Planning Act/Provincial Legislation.
- e) Ensure accuracy when providing information as there is no room for error due to the potential legal ramifications.

Supervisory Responsibilities:

- None

Education, Experience and Qualifications:

- Minimum of 2 years college/university education in an administration discipline.
- Minimum 2 years' experience in a Municipal Office, preferably in the planning department.
- Knowledge of the Ontario Planning Act
- Knowledge of the Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe and other relevant Provincial Legislation
- Knowledge of Lake Simcoe Protection Plan
- Knowledge of Upper Tier and Lower Tier Planning documents – Official Plan and Zoning Bylaw
- Knowledge of Local Planning Appeals Tribunal (OLT)
- Working knowledge of GIS mapping
- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.