



## EMPLOYMENT OPPORTUNITY

### Development Services – Planning Technician

Reporting to the Director, Development Services, the Planning Technician will be responsible for the processing, technical review, research, tracking and monitoring of Committee of Adjustment, Land Division and pre-consultation for development applications; assisting with research and preparation of planning reports and administrative duties as required. Responsible for zoning compliance review of building permit applications, monitors review timeframes, tracks key milestones and ensures compliance with legislated timeframes.

#### DUTIES AND RESPONSIBILITIES:

- Administer Minor Variance applications for the Committee of Adjustment, including corresponding with applicants to identify required variances and collect fees, forms and application materials; circulation of materials for and coordination of comments; preparation of notices, recommendation reports, development agreements, agendas and minutes; attend and provide information at Committee meetings. Maintain and manage Minor Variance application tracking and status reports.
- Administer severance/consent applications for the Land Division Committee, including corresponding with applicants to collect fees, forms and application materials, researching relevant policies, supporting the drafting of recommendation reports and preparation of notices and development agreements. Maintain and manage Land Division application tracking and status reports.
- Arrange pre-consultation meetings prior to planning applications submission with applicants, Township staff and commenting agencies. Coordinate written comments with reviewers, attend meetings and prepare the pre-consultation report and minutes.
- Process requests for removal of Holding Symbols, including the review and confirmation of condition clearances and drafting recommendation reports to Council for removal of holding symbol bylaws.
- Track and manage requests for letter of credit reductions, including coordination between Development Engineering and Treasury staff.
- As needed, provide assistance to the Permits & Approvals Analyst in the processing and circulation of planning applications, such as Zoning Bylaw Amendments, Official Plan Amendments and Site Plan Approval Applications. Support the drafting of accompanying reports to Council through research, preparation of graphics, supporting documentation, etc.
- Respond to requests for Compliance Letters by identifying outstanding work orders, reviewing zoning conformity, and providing other relevant information to be included in property information report.
- Maintain the Township's Public Registry of Two-Unit Houses (Second Residential Unit) and collect fees from new registrants.
- Comply with provincial occupational health and safety legislation, regulations, policies and procedures;
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act;



- Deal courteously and effectively with the public, staff, suppliers, contractors, other departments and levels of government;
- Perform other duties as assigned.

## **EDUCATION, TECHNICAL SKILLS AND CERTIFICATION**

- At least three (3) years related experience, preferably in a municipal environment. Graduate of a post-secondary diploma (or degree) in Geography, Urban Planning or Business would be an asset. Equivalent combination of education and experience may be considered.
- Certified Planning Technician (CPT) accreditation with the Canadian Association of Certified Planning Technicians (CACPT) or membership with the Ontario Professional Planners Institute (OPPI) would be an asset, or the willingness to obtain either with the support of the Municipality.
- A valid Class “G” Driver’s License and access to a vehicle.
- Ability to learn, understand and interpret planning policy, mapping, zoning bylaws and development standards and appropriately apply them to applications and in response to general planning and zoning inquiries from staff and the general public.
- Demonstrate initiative, motivation and good judgment.
- Comfortable working in a fast-paced environment with the ability to work on several projects at one time and adjust priorities appropriately.
- Ability to prioritize and self-manage workloads to ensure on-time delivery of services/tasks.
- Excellent organizational skills and demonstrate a high standard of thoroughness, accuracy and attention to detail in all aspects of the job.
- Work well within a team environment and able to build and maintain effective relationships with staff and members of the public.
- Proficiency with, or ability to learn various applications including mapping (GIS), PDF markup and editing software (Bluebeam Revu), electronic permit and approvals software (Cloudpermit), electronic meeting software (Microsoft Teams, eScribe) and Microsoft Office.

The Township of Uxbridge is prepared to offer the ideal candidate a competitive salary in the range of \$55,455.40 to \$64,901.20 along with a comprehensive employee benefit and pension plan.

Interested applicants are invited to submit a covering letter and resume addressing how they meet the qualifications of this position to Kyle Rainbow, Director of Development Services, 51 Toronto St. S., P.O. Box 190, Uxbridge ON, L9P 1T1, or via email to [krainbow@uxbridge.ca](mailto:krainbow@uxbridge.ca) by **Friday, December 9, 2022 at 4:30 p.m.**

*This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*