



## Township of Essa Job Description

### Position Title: Planning and Development Coordinator – October 2024

|   |   |  |                                 |
|---|---|--|---------------------------------|
| <b>Reports to:</b>  | Manager of Planning   | <b>Last Revision Date:</b>   | October 2024                    |
| <b>Department:</b>  | Planning  | <b>Supervise staff or assign work (lead hand) or no HR responsibility?</b> | No supervisory responsibilities |
| <b>Location:</b>  | Municipal Office  | <b>List all positions directly supervised:</b>                             | None                            |
| <b>Standard weekly hours per employment agreement:</b>                  | 35  | <b>List of all position indirectly supervised:</b>                         | None                            |
| <b>Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)</b> | Full time   | <b>Pay Band #:</b>   |                                 |
| <b>Pay Method: (Salary or Hourly)</b>                                   | Salary  | <b>On Call (Yes reference to details)</b>                                  | No                              |
| <b>Overtime (Eligible? Weekly Threshold?):</b>                          | Unpaid, 1.5 hours off for each hour worked in excess of regular hours | <b>Eligible for all staff group benefits? (yes/no)</b>                     | Yes                             |
|   |   | <b>If eligible for some describe which:</b>                                |                                 |
|   |   | <b>Eligible for OMERS? (yes/no)</b>  | Yes                             |

#### Scope (Purpose) of Position:

Oversee aspects of development projects, consisting of residential, commercial and industrial projects, from inception to completion. Ensure project compliance, quality and deadlines. In general, file management of planning and development projects, site plan applications, etc. Provides enforcement of the Zoning By-law in collaboration with the enforcement officers.

#### Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate teamwork and a strong sense of customer service.
- Perform other duties as assigned.



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| Key Result Areas (specific to position) | Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)  | Success Indicators (Key Performance Indicators)   |
|---|---|---|
| <p><b>Zoning Administrator</b></p>      | <ul style="list-style-type: none"> <li>• Responsible to provide the zoning of properties and the related zoning standards.</li> <li>• Immediately respond to inquiries from real estate agents and potential purchasers with zoning info and permitted uses of property.</li> <li>• Responsible to distribute excerpts from the Zoning By-law and Official Plan on request/provide confirmation.</li> <li>• Responds to Building and Zoning Compliance requests from lawyers, confirming zoning and any non-compliance issues and sign appropriate documentation.</li> <li>• Reviews applications for building permits, in accordance with the requirements contained in the Zoning By-law and sign off providing zoning approval.</li> <li>• Informs if lands are in particular zones/designations or a Regulated Area of the Conservation Authority.</li> <li>• Preparation of correspondence to landowners who are not in compliance with the Township Zoning By-law. Investigate non-compliance issues and related zoning complaints, gather information, pictures, follow-up and relay findings to the Manager of Planning.</li> </ul> | <ul style="list-style-type: none"> <li>• Responds to inquiries quickly and professionally</li> <li>• Courteous and tactful</li> <li>• Personable with public/applicants</li> <li>• Clear, adequate communication regarding inquiries/correspondences</li> <li>• Accurate zoning and designation information relayed to the public and professionals in the field</li> <li>• Few properties in contravention of the Zoning By-law</li> </ul> |



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### File Management for Pre-Consultation/Site Plans/Zoning Amendment/Other Planning Applications and Inquiries

- Oversee the entire lifecycle of development projects from inception to closure.
- Work with inter-departments and outside agencies to ensure designs and plans capitalize and integrate preferences.
- Manage contractor engineering activities and oversee management of delivery schedules, warranties, liquidated damages, and performance guarantees.
- Lead tasks related to project planning, site plan applications, design, approvals, permits, construction oversight and site plan clearance/final delivery.
- Liaise with all outsourced parties such as architects, engineers, traffic consultants, environmental consultants, and geological consultants.
- Ability to read and interpret various land-use, surveyor, engineers and architectural drawings.
- Ability to work effectively with architects, engineers, and contractors.
- Distribute planning applications to other staff members and agencies for review; and follow up with the collection and coordination of comments.
- Coordinates (pre-consultation) meetings with appropriate staff and related agencies.
- Reviews planning applications in comparison with the Zoning By-law and coordinate comments/approvals from varying agencies such as the County and NVCA.
- Responsible for preparation of Planning Reports under the direct supervision of the Manager to update Council on applications.
- Liaises with related stakeholders and external agencies for approval, as necessary Recommends completed engineering plans for final approval

- Ensure projects are completed on time and to the highest quality standards
- Plans include concept plans, sketches, maps and graphics for inter-department and outside agencies communication purposes
- Strategic thinker and creative problem solver with a commitment to excellence
- Efficiently handles multiple priorities and a proficient project manager
- Meets *Planning Act* deadlines for applications
- Fully communicates application information to departments and agencies
- Fully communicates comment information to the applicant
- Ensures all relevant submission material is received before deeming an application complete
- Reviews submissions and provide comments according to Township standards



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- Prepares information package for Legal section for preparation of Subdivision Agreements, Servicing Agreements, Credit Transfer Agreements and Amending Subdivision Agreements
- Provides information package to Finance for preparation of Payment and Security Schedule for agreements including calculation of development charge credits.
- Coordinates internal and external clearances to finalize subdivision agreements, and issues agreements for execution
- Coordinates final approval of subdivision applications from Planning approval stage to issuance of building permits, including construction and assumption of municipal services
- Coordinates and lead meetings with developers and consultants to resolve any issues
- Provides clearance of final approval conditions to Legal section to support final registration of subdivision M-Plan
- Provides technical review of planning development applications, and establishes and clears conditions for final approval and inclusion in Site Plan Agreements, Draft Plan of Subdivisions/Condominiums
- Attends meetings with stakeholders to review comments and resolves issues related to feasibility of municipal servicing
- Provides input to Legal and Planning sections in relation to Ontario Land Tribunal appeals, and appears as an expert witness, as required
- Responds to inquiries by the general public as a result of the applicable notices and upcoming public meetings.



# Township of Essa Job Description

**Secretary-Treasurer to Committee of Adjustment**

- Serve as Secretary-Treasurer for the Township’s Committee of Adjustment as required under the *Planning Act*, preparing agendas, recording minutes, attendance and issuing decisions. Verify conditions implemented by the Committee have been met. Preparation of consent certificates for consent applications.
- Prepares notices of public meetings for variances, severances, and other planning applications including notices, maps and ads in accordance with the *Planning Act*. Responds to telephone inquiries by the general public as a result of the applicable notices and upcoming public meetings.
- Review planning applications in comparison with the Zoning By-law and coordinate comments/approvals from varying agencies such as the County and NVCA.

- Prepares reports, agendas, minutes, and all other documents related to the Committee of Adjustment to the satisfaction of the Committee
- Members of the public are notified accurately in accordance with the *Planning Act*
- Accurate notices are distributed appropriately



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## General Planning/Office Support

- Responds to requests for surveys and maps from the public and other departments and for reports to Council.
- Ensures all information is collected as required for permit or planning applications; ensure each building permit application contains a legible sketch – assist the public with this if necessary and if a permit is left with missing information, follow through with the applicant/agent by telephone on a same-day service basis.
- Assist with the completion of all applications at the counter. Review all submissions to ensure completion and accuracy.
- Provide relevant information to land use inquiries from realtors and residents and those interested in relocating to/within Essa Township.
- Input information on applications into the Township’s filing system to allow for file tracking and maintain the Township’s record management system.
- Collect and organize information for special projects, preparing memos, reports and maps as need be.
- Prepares notices of public meetings for variances, severances, and other planning applications including notices, maps and ads in accordance with the *Planning Act*.

- Perform zoning component of permit application in timely manner
- Keep MOAR/online database up-to-date
- Maintain up-to-date planning information on Township website

## Other details of the position

**1. Describe the type of problems this position may have to solve.**

Coordinate non-compliance: preparation of correspondence/charting of progress to resolutions. Residents who call in with non-compliant issues.

**2. Describe the type of decisions this position may have to make.**

Decisions are made within a provided framework.

**3. List the non-supervisory business relationships that come with the position.**

Outside agencies/planning consultants/Township’s Engineer. Lawyers and realtors. Provides mapping and zoning information to the public and other staff of all departments. Must be an excellent team player with a “can-do” attitude.



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- 4. Any responsibility for material resources required by the position? If so list.**  
 Township Zoning By-law and Township Official Plan updates to both (original) documents. Responsible for certificates of lot creation. Computer equipment and some confidential information on lands.
- 5. Any responsibility for information resources required by the position? If so list.**  
 Township Zoning By-law, Township Official Plan, Township Engineering Design Standards, County and Provincial Planning policy. Collection of confidential plans for land and storage of files.
- 6. What is the spending limit for purchases of the position?**  
 None.
- 7. Any budget involvement? If so explain**  
 None.

## Expected Behaviours of the position (same for all positions)

|   | Requirement for Position |             |                    |                |
|---|--------------------------|-------------|--------------------|----------------|
|   | Not Required             | Basic Level | Intermediate Level | Advanced Level |
| <b>1. Communication</b>                               |                          |             |                    |                |
| (a) Written communications                            |                          |             | X                  |                |
| (b) Oral communications one-on-one or in small groups |                          |             | X                  |                |
| (c) Large group presentation                          |                          | X           |                    |                |
| (d) Positive demeanor                                 |                          |             | X                  |                |
| (e) Negotiation/Mediation                             | X                        |             |                    |                |
| <b>2. Stakeholder Contact</b>                         |                          |             |                    |                |
| (a) Knowledge of the services provided                |                          |             | X                  |                |
| (b) Professional manner in dealing with stakeholders  |                          |             | X                  |                |
| (c) Customer focused orientation (can do)             |                          |             | X                  |                |
| (d) Build strong relationships                        |                          |             | X                  |                |
| (e) Continually improve service                       |                          | X           |                    |                |
| <b>3. Leadership</b>                                  |                          |             |                    |                |
| (a) Develop a business or strategic plan (planning)   | X                        |             |                    |                |



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|   |   |   |   |  |
|---|---|---|---|--|
| (b) Convince others to buy into our vision or a change                    | X |   |   |  |
| (c) Translate the strategy & plan into action & results                   |   | X |   |  |
| (d) Flexible & adaptive (open to new ideas)                               |   |   | X |  |
| (e) Innovate  |   | X |   |  |
| (f) Think critically – Think independently                                |   |   | X |  |
| (g) Tolerant (diversity)  |   |   | X |  |
| (h) Empathy   |   | X |   |  |
| (i) Confidence  |   |   | X |  |
| (j) Active listening  |   |   | X |  |
| <b>4. Supervisory</b>   |   |   |   |  |
| (a) Coach & mentor  | X |   |   |  |
| (b) Empower & delegate  | X |   |   |  |
| (c) Manage job performance (give continuous corrective feedback)          | X |   |   |  |
| (d) Discipline and tough decisions as appropriate                         | X |   |   |  |
| (e) Manage succession planning  | X |   |   |  |
| (f) Create and manage personal development plans for reports              |   |   | X |  |
| <b>5. Teamwork</b>  |   |   |   |  |
| (a) Work effectively with team members who have a variety of skill levels |   |   | X |  |
| (b) Build & sustain internal relationships                                |   |   | X |  |
| (c) Champion collaboration within the team                                |   |   | X |  |
| (d) Accept all feedback (superiors, pers & subordinates)                  |   |   | X |  |
| (e) Respect authority   |   |   | X |  |
| (f) Resolve conflict & difficult people                                   |   |   | X |  |
| <b>6. Working Skills</b>  |   |   |   |  |
| (a) Manage workload and meet deadlines (time management)                  |   |   | X |  |
| (b) Deliver results (work ethic)  |   |   | X |  |
| (c) Manage stress   |   | X |   |  |
| (d) Manage quality of own work (attention to detail)                      |   |   | X |  |
| (e) Ethics & integrity  |   |   | X |  |
| (f) Autonomy (independent action)   |   | X |   |  |
| (g) Creativity (originality and independent thinking)                     |   |   | X |  |
| (h) Organization including project management                             |   |   | X |  |





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## Qualifications

|   |
|---|
| <p><b>Formal Education &amp; Training:</b><br/>University Degree or Post Secondary Diploma in Urban Planning, Engineering, Architecture or related field.</p> |
| <p><b>Required in house training:</b><br/>GIS/tracking software</p>   |
| <p><b>Work Experience:</b><br/>3 years municipal experience working in municipal planning and/or engineering department, or equivalent experience</p>         |
| <p><b>Specific Technical &amp; Sector Skills required:</b><br/>Proficient with PowerPoint and Adobe, GIS, etc., Driver's License</p>                          |

## Physical Skill & Effort and Working Conditions

Work is performed in a standard office environment with minimal exposure to hazards. (Sustained) manual dexterity may be required to operate normal office equipment. Work generally has a low risk of injury. Hours of work are regular with minimal overtime required. Regularly required to prioritize variable workload.

## Mental Skill & Effort and Working Conditions

The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information. There are constant interruptions and deadlines. Required to interact politely and effectively with the general public and required to respond to questions and complaints from the public.

| SIGNATURES / APPROVALS   | Date | Signature |
|--|------|-----------|
| <b>Incumbent:</b>  |      |           |
| <b>Department Head:</b><br><br><a href="#">Samuel Haniff</a>               |      |           |
| <b>Chief Administrative Officer:</b><br><br><a href="#">Michael Mikael</a> |      |           |