

MUNICIPALITY OF BAYHAM JOB DESCRIPTION

Position Title:	Planning Coordinator
Department:	Planning
Reports To:	CAO
Supervises:	None
Position Status:	Full time
Location:	Municipal Office, 56169 Heritage Line, Straffordville ON
Pay Method:	Salary (hourly rate per pay band x 1820 hours)
Eligible for Group Benefits & OMERS:	Yes
Normal Work Week:	35 Hours per work week
On Call Required:	No

POSITION SUMMARY

The Planning Coordinator is responsible for the administration of all matters related to front-line land use planning services for the municipality, including customer service, planning application review and comment coordination, and is the primary liaison with third party planning consultants. This position assists the CAO with matters related to policy research and the acquisition and disposition of municipal property.

DUTIES and RESPONSIBILITIES

Operations

1. Acts as principal contact for all municipal land use planning matters, offering consultation and interpretation of the Municipal official plan and zoning by-law and provincial legislation. Processes all development applications, including consents, re-zoning, minor variance, site plan and development agreements, and plan of subdivisions.
2. Oversees the development of policies, procedures and systems as they relate to land use planning. Ensures programs are in accordance with all federal, provincial and municipal regulations, and policies and procedures established by Council. Identifies and implements operation and process improvements as appropriate.
3. Issues notices of planning applications, Coordinates all planning applications for appeals to decisions or conditions imposed by Council or the Committee of Adjustment and prepares all documentation required by the Ontario Land Tribunal (OLT).
4. Coordinator for municipal site plan control, including liaising with internal and external bodies for input, as needed.

5. Attends Council and Committee of Adjustment meetings as required. Appointed as Secretary/Treasurer for the Committee of Adjustment.
6. Prepares and provides land use planning reports and technical advice to CAO and Council, as required.
7. Liaises with upper tier planning staff and external consultants as required to ensure accurate information is provided to Council.
8. Liaises with developers, contractors, government departments and agencies, as necessary.
9. Establishes departmental goals and objectives within approved budgets. Sets priorities and establishes work plans to achieve goals and operate in an efficient, effective and responsive manner.
10. Assists the CAO with all municipal land transactions. May require survey of land, negotiations with property owners, liaison with Municipal Solicitor.
11. Manages and maintains all 911 municipal addressing records.
12. Provides guidance to staff on responding to external inquiries, in accordance with Municipality procedure, policy, and by-laws.
13. Provides support with customer service in front office, as needed.
14. Assists with the management and maintenance of the municipal website.

Information Resources

15. Assists with the general management and maintenance of the Municipal Records Management System with a focus on municipal planning records and planning agreements, ensuring confidentiality of municipal records.

Spending, Budgets & Internal Control

16. Works in cooperation with the Treasurer and CAO to prepare the operating and capital budgets for the department.
17. Assists the Treasurer and CAO with monitoring department budgets to ensure accounts remain within approved budget levels.
18. Purchases items or resources within approved spending authority, in adherence to municipal purchasing policy.

Health & Safety

19. All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner. Employee responsibilities for Health, Safety and Environment include:
 - Work in compliance with organizational health, safety and environmental procedures.
 - Report any unsafe conditions or unsafe acts.
 - Ensure that the required protective equipment is used for the assigned tasks.
 - Attend all required health, safety and environmental training.
 - Report any accidents/incidents to supervisor.
 - Assist in investigating accidents/incidents.

- Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Conduct & Inclusiveness

20. All employees are expected to conduct themselves in a civil, respectful, courteous and professional manner with all co-workers and ratepayers including:

- Accept and treat equally all employees of different backgrounds including origin, age, race, ethnicity, gender and sexual orientation.
- Maintain the highest ethical standards.
- Contribute to the efforts of the team and offer assistance as needed, whether or not such assistance falls within the normal duties of job.
- Cooperate freely.
- Make every effort to maintain smooth operations of the municipality.
- Be honest, trustworthy, reliable and dependable in fulfilling all duties.
- Take direction from and work cooperatively with management.

Other

21. Performs additional duties and responsibilities as assigned by the CAO and/or as may be required by law.

EDUCATION, SKILLS and EXPERIENCE

Knowledge and skills on the Ontario planning framework normally acquired through a four-year university degree in Land Use Planning, Geography, or other related discipline.

Completion of OACA/AMCTO Primer on Planning (POP) course considered an asset.

2-4 years' experience in land use planning. Municipal experience is considered an asset.

Registered Professional Planner (RPP) designation considered a strong asset.

Strong knowledge of Municipal Act, Planning Act, and Conservation Authorities Act, as well as other Provincial regulations and Municipal By-laws.

Valid and satisfactory "G" driver's licence.

Excellent organizational, leadership, and management skills, including the ability to work effectively as a member. Responsible to participate in continual professional development activities to promote effective leadership within the Municipality.

The ability to manage time effectively to meet multiple demands and deadlines.

Strong interpersonal, communication, and public relations skills. Ability to interpret and effectively communicate regulations and by-laws to members of the public.

CORE COMPETENCIES

All Employees:

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|--------------------------|------------------------------|
| • Teamwork & cooperation | • Manage time |
| • Work ethic | • Client service orientation |
| • Initiative & action | |

Specific to Management Employees:

- Build & sustain relationships
- Integrity
- Excellence & accountability
- Make decisions using professional judgement
- Organize
- Plan
- Innovate

Specific to Planning Coordinator:

- Work under stress
- Oral & written communications
- Solve problems
- Think critically – think independently
- Attention to detail

PHYSICAL DEMANDS and WORKING CONDITIONS

Work is typically performed in a standard office setting and requires extensive computer work concentration and sitting. Work is subject to frequent deadlines. Occasionally required to attend meetings at other locations.

Incumbent is required to deal with inquiries from the public on a daily basis and on occasion must deal with people who are very irate.

Incumbent is required to attend evening meetings on a regular basis.

CONTACTS

Internal: Department Heads (daily)
Administrative staff (daily)
CAO (weekly)
Council (weekly)
Volunteer members of Boards/Committees (weekly)

External: Members of the public (daily)
Lawyers/Solicitors (daily)
Planning consultant(s) (daily)
Media (weekly)
Government agencies (monthly)

Public Relations: Communication with members of the public (i.e.: general inquiries, media relations, issuance of planning notices, etc.).

REVIEW/APPROVAL

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: