



Township of Essa Job Description

Position Title: Policy Planner March 2023

Reports to:	Manager of Planning	Last Revision Date:	April 2023
Department:	Planning	Supervise staff or assign work (lead hand) or no HR responsibility?	No supervisory responsibilities
Location:	Municipal Office	List all positions directly supervised:	None
Standard weekly hours per employment agreement:	35 or as otherwise arranged	List of all position indirectly supervised:	None
Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)	Full time	Pay Band #:	5
Pay Method: (Salary or Hourly)	Salary	On Call (Yes reference to details)	No
Overtime (Eligible? Weekly Threshold?):	Unpaid, 1.5 hours off for each hour worked in excess of regular hours	Eligible for all staff group benefits? (yes/no)	Yes
		If eligible for some describe which:	
		Eligible for OMERS? (yes/no)	Yes

Scope (Purpose) of Position:

Processes amendment applications to the Zoning By-law; maintains zoning document and associated mapping schedules (updates); provides coordination with Committee of Adjustment applications, tracking and processing and acts as Secretary-Treasurer for the Committee of Adjustment. In general, file management of planning and development projects, site plan applications, etc. Provides enforcement of the Zoning By-law.

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>Zoning Administrator</p>	<ul style="list-style-type: none"> • Responsible to provide the zoning of properties and the related zoning standards. • Immediately respond to inquiries from real estate agents and potential purchasers with zoning info and permitted uses of property. • Responsible to distribute excerpts from the Zoning By-law and Official Plan on request/provide confirmation. • Responds to Building and Zoning Compliance requests from lawyers, confirming zoning and any non-compliance issues and sign appropriate documentation. • Reviews applications for building permits, in accordance with the requirements contained in the Zoning By-law and sign off providing zoning approval. • Informs if lands are in particular zones/designations or a Regulated Area of the Conservation Authority. • 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. 	<ul style="list-style-type: none"> • Responds to inquiries quickly and professionally • Courteous and tactful • Personable with public/applicants • Clear, adequate communication regarding inquiries/correspondences • Accurate zoning and designation information relayed to the public and professionals in the field • Few properties in contravention of the Zoning By-law
<p>Secretary-Treasurer to Committee of Adjustment</p>	<ul style="list-style-type: none"> • Serve as Secretary-Treasurer for the Township's Committee of Adjustment as required under the <i>Planning Act</i>, 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 <i>Planning Act</i>. Responds to 	<ul style="list-style-type: none"> • 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 <i>Planning Act</i> • Accurate notices are distributed appropriately



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	<p>telephone inquiries by the general public as a result of the applicable notices and upcoming public meetings.</p> <ul style="list-style-type: none"> • Review planning applications in comparison with the Zoning By-law and coordinate comments/approvals from varying agencies such as the County and NVCA. 	
<p>File Management for Pre-Consultation/Site Plans/Zoning Amendment/Other Planning Applications and Inquiries</p>	<ul style="list-style-type: none"> • 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. • Prepares notices of public meetings for variances, severances, and other planning applications including notices, maps and ads in accordance with the <i>Planning Act</i>. • Responds to telephone inquiries by the general public as a result of the applicable notices and upcoming public meetings. 	<ul style="list-style-type: none"> • Meets <i>Planning Act</i> 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
<p>General Planning/Office Support</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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



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- Provide public consultation to land use inquiries of realtors and residents and those interested in relocating to/within Essa Township.
- Input information on applications into the Township's computer program 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.

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.

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 and Township Official Plan policy, 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.



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Expected Behaviours of the position (same for all positions)

	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
1. Communication				
(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			
2. Stakeholder Contact				
(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		
3. Leadership				
(a) Develop a business or strategic plan (planning)	X			
(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	
4. Supervisory				
(a) Coach & mentor	X			
(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)	X			



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(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports			X	
5. Teamwork				
(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	
6. Working Skills				
(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	

Qualifications

Formal Education & Training:

Bachelor's Degree in Urban/Land Use Planning (4 years post-secondary)

Required in house training:

GIS/tracking software

Work Experience:

3 years municipal experience working in municipal planning department, or equivalent experience

Specific Technical & Sector Skills required:

Proficient with PowerPoint and Adobe, GIS, etc., Driver's License



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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
Incumbent:		
Department Head: Samuel Haniff		
Chief Administrative Officer: Colleen Healey-Dowdall		