



EMPLOYMENT OPPORTUNITY

Development Services – Senior Planning Technician, full-time

Reporting to the Director, Development Services, the Senior 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

- Manage the Minor Variance application process 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.
- Manage the process for 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.
- Direct and coordinate 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.
- Work in partnership with the Planning Technician and Permits & Approvals Analyst in the processing and circulation of planning applications, such as Zoning Bylaw Amendments, Official Plan Amendments and Site Plan Approval Applications. Draft and present 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 confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act; 10. Provide excellent customer service through responding to inquiries from the public in-person at the Development Services counter, by phone and through email. Deal courteously and effectively with the public, staff, suppliers, contractors, other departments, and levels of government.
- Comply with provincial and municipal occupational health and safety legislation, regulations, policies, and procedures.
- Perform other duties as assigned including administrative functions.

Qualifications

- Graduate of a post-secondary diploma or degree program in Urban Planning and at least one year of progressive planning experience.
- Candidate for, or Full Membership in the Canadian Institute of Planners and the Ontario Professional Planners Institute.
- Knowledge of land use planning theories and approaches regarding land use plan formulation, implementation, monitoring, and evaluation.
- Broad familiarity of computer applications including business software and GIS.
- A valid Ontario Class G driver's license, with a clean driver's abstract and access to a reliable vehicle for business purposes.
- Municipal experience is considered an asset.

Skills and Competencies

- Work effectively with others.
- Critically analyse situations to identify solutions and makes sound decisions.
- Show initiative and takes action.
- Demonstrate integrity and respect.
- Excellent written and oral communication skills.

The Township of Uxbridge is prepared to offer the ideal candidate a competitive salary in the range of \$71,145 to \$83,230 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 by **Monday, May 13, 2024, at 4:30 p.m.**



We thank all applicants and advise that only those to be interviewed will be contacted.

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.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.