



## BONFIELD TOWNSHIP

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### Job Description: Planning Administrator

Date: July 2023

#### Position Overview

Reporting to the Chief Administrative Officer- Clerk, this position is responsible for the administration and processing of planning and development applications for the Township. The position will also assist the Clerk with duties in policy development and community development as required.

#### Duties

- Responds to inquiries pertaining to the Township's Official Plan, Zoning bylaws and related regulations, policies and procedures and educates all stakeholders on planning policies
- Receives, reviews, and fully processes planning applications for development including site plan control, minor variance, consents, road closures and shore road licenses, and subdivisions
- Ensures all public notices for planning applications are completed and posted as required
- Works with planning consultants as necessary to prepare reports on planning applications and matters within the Township
- Submits planning appeals creating the Clerk's Record, all affidavits and supporting documentation
- Prepare agendas, minutes, and correspondence for Planning Committees
- Attends evening meetings and acts as the recording secretary for Planning Committees and executes decisions and resolutions of Council pertaining to planning
- Provides on-going planning advice to the Township regarding Official Plan conformity and provincial policy statement
- Ensures maintenance of the Geographic Information System
- Responds to compliance letters and building permit applications for zoning compliance
- Assists with general policy development for Township matters
- Assists with community development as required and directed
- Maintains department and property records according to the retention policy
- Attends evening Council meetings as requested
- Such further duties as may be determined by the CAO from time to time

#### Required Abilities, Knowledge, and Skills

- Strong interpersonal and public relations skills, interact effectively and courteously with all stakeholders with excellent communication skills
- Work under pressure to meet deadline and /or peak period workloads
- Proficient in Microsoft Office, Adobe, and excellent computer skills
- Demonstrated experience in political acuity, customer service delivery, conflict resolution and confidentiality
- Thorough understanding of the Planning Act, Municipal Act, Municipal Freedom of Information and Protection of Privacy Act and other pertinent legislation related to the position
- Ability to read and interpret municipal planning documents and surveys
- Must have and maintain an Ontario Drivers "G" License

#### Education and Experience

- Minimum college diploma or certificate in a related discipline from an accredited college / university
- AMCTO Municipal Administration Program, Primer on Planning and Land Use Law courses or willingness to obtain
- One (1) year municipal experience or in a related field preferably in a Clerk's Department