



## **Township of South Frontenac Job Description**

**Title:** Planning Coordinator

**Department:** Development Services Department

**Reports to:** Senior Planner

### **Summary:**

Reporting to the Senior Planner, the Planning Coordinator is responsible for the coordination, technical review, and support of development application processes and activities. This includes the coordination of pre-consultation meetings, completing zoning compliance review, and completing background research to support reports to Council.

### **Duties & Responsibilities:**

- Review planning and building permit applications to ensure plans comply with all applicable zoning by-law requirements, site plan agreements, and recommend solutions where corrective action is required.
- Provide information in response to lawyers' requests for compliance reports. Performs research and prepares a formal response to report on zoning by-law requirements and compliance.
- Provide interpretation services to assist applicants in understanding zoning by-law requirements e.g. permitted uses, setback requirements, parking requirements, etc.
- Maintain on-line electronic zoning by-law and ensure that amendments are kept up to date.
- Review and comment on proposed draft zoning by-law amendments, ensuring consistency in language, and identifying potential issues with interpretation, application, etc.
- Perform site inspections to confirm zoning uses and assists with enforcement matters.
- Review all draft plans of subdivision to ensure compliance with the zoning by-law has been achieved prior to registration.
- Respond to questions/concerns/inquiries from the public, staff, Council, and other agencies in person, by email, letter or by phone, and provide planning assistance to the public through a complete knowledge of the Township Official Plan, Zoning By-law, the Planning Act, and other related by-laws, planning policies and regulations.

- Processes request for removal of Holding Symbols, including the review and confirmation of condition clearances and drafting recommendation reports to Council for removal of holding symbol by-laws.
- Track and manage requests for letter of credit reductions, including coordination between Public Services and Treasury staff.
- Processes requests for deeming by-law and part lot control, pre-consultation with the applicant, drafts recommendation reports and by-laws to Council, and corresponds with applicants' lawyer to ensure registration.
- Reading/interpreting legal documents (Transfers, Surveys etc.).
- Receive information pertaining to livestock facilities for surrounding development applications and runs Minimum Separation Distance calculations.
- Prepare and issue the Township's clearance and approval letters for Draft Plans of Subdivision and Condominium, as well as Site Plan applications.
- Prepare by-laws for Committee and Council on planning development applications, and attends Committee and Council meetings to present, respond to questions from Committee, Council, the public and other stakeholders on the by-law.
- Coordinates written comments with reviewers, attends meetings, and prepares pre-consultation meeting agendas and minutes.
- Provide background research and report writing support for Community Improvement projects.
- Assist the Director of Development Services and/or Senior Planner by researching, writing, and presenting reports and recommendations to Council on planning matters related to planning applications, new policies, by-laws, and procedures.
- Perform other similar and related duties as assigned.

**Supervision Received:**

- Works under the general supervision of the Senior Planner.

**Qualifications:**

- Post-secondary degree or diploma in a discipline such as urban planning, architectural technology, science of building design, civil engineering technology, or an equivalent combination of education and experience.
- Minimum of two (2) years related planning experience with minimum one (1) year related zoning experience an asset.
- Ability to read and interpret property surveys and reference plans, architectural drawings, site plan drawings and associated documents.
- Be willing to work towards membership with the Canadian Association of Certified Planning Technicians.

- Applied knowledge of MS Office Suite (Word, Excel, Access and Power Point), web-based mapping software, data base creation and usage of spreadsheet applications.
- General knowledge of real estate transactions and the land registry system.
- Ability to interpret survey plans and legal documents.
- Working knowledge of legislation, regulations, policies, and procedures that impact municipal government operations.
- Demonstrated ability to be a team player with an ability to establish effective working relationships with other employees and the public.
- Completion of or the ability to complete the “Primer on Planning” course.
- Proficient use in personal computer applications such as Excel, Word, and Outlook.
- Thorough knowledge of office practices, records management, and the application of modern office equipment and procedures in a computerized environment.
- Proven organizational, interpersonal, and communication (written and verbal) skills.
- Must possess a valid Ontario Class “G” driver’s license in good standing.

**Work Environment:**

- Predominantly office based.
- Occasional site visits.
- Work involves some confidential matters relating to development proposals and enforcement matters.

**Other:**


- This is a full-time position in accordance with the Collective Agreement with CUPE 4336.
- Compensation and benefits are in accordance with the Collective Agreement.
- Probationary period – 6 months of active employment.
- OMERS Pension Plan.

**Approved:**



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Louise Fragnito  
Chief Administrative Officer



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Brad Wright  
Director of Development Services