



THE CORPORATION OF THE TOWNSHIP OF ADJALA – TOSORONTIO

7855 Sideroad 30 * Alliston, Ontario * L9R 1V1
Telephone: (705) 434-5055 Fax: (705) 434-5051
www.adjtos.ca

JOB DESCRIPTION

JOB TITLE: Planning Intern

DEPARTMENT: Planning

REPORTS TO: Planning Supervisor

POSITION SUMMARY

Provides information and assistance on all planning related matters to the public and other Municipal staff. Specifically, to answer counter inquiries on zoning and setback matters, assist with providing copies from planning documents such as the Zoning By-law and Official Plan. To assist the public in submitting accurate sketches to accompany applications and assist in processing applications. To assist with building permit intake and review. Participates in planning projects that range from routine to moderately difficult. Performs other administrative functions as assigned for the department.

KEY ROLES AND RESPONSIBILITIES

- Implement and update catalogue of zoning amendments.
- Research, prepare and respond to verbal zoning and planning information inquiries.
- Responsible to provide the zoning of properties and the related zoning standards.
- Responsible to distribute excerpts from the Zoning By-law and Official Plan on request.
- Respond to inquiries from real estate agents and potential purchasers.
- Assist with the circulation of applications as per the Planning Act.
- Create and contribute in developing Township's Planning Process Manual, application forms, templates, circulation memos, agreements, documentation and record keeping.
- Assist in the preparation of background information, display materials, and research on a variety of subjects for broader scoped planning documents, as requested.
- Respond to requests for surveys and maps from the public and other departments and for reports to Council – involves using GIS software.

- Prepare and open files for all planning applications, including Official Plan and Zoning amendments, subdivisions and condominiums, site plans, pre-consultations and Committee of Adjustment.
- Accept and process all applicable fees for planning.
- Provide backup for answering and directing incoming calls.
- Prepare and send general correspondence by mail and fax, receive incoming mail, faxes and deliveries.
- File and retrieve planning documents, records and reports.
- Attend Committee of Adjustment meetings as required, prepare and circulate agenda and minutes.
- Perform other similar duties as required for the department.

SKILLS AND QUALIFICATIONS

- Enrolled in/obtained post-secondary diploma in Planning, Urban/Regional Planning Technology or a closely related field.
- 2-3 years of planning or development related experience preferred.
- Municipal experience preferred.
- Ability to multi-task.
- Ability to prioritize duties/responsibilities.
- Excellent communication skills.
- Adequate computer skill for data entry and researching information for public inquires; knowledge of GIS is an asset.
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Township of Adjala-Tosorontio Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Physical demand requires no undue fatigue regarding, sitting, standing and walking. Work is conducted in a standard office environment.
- Work involves the employee to perform tasks that demand the accurate coordination of fine movements such as input of computer data or continuous use of computer.
- Normal hours of work are 35 hours per week, 8.30 a.m. to 4.30 p. m., Monday to Friday. Attendance at other meetings held in the evening and/or weekend as required.
- Work regularly involves direct contact with the public, elected officials, other levels of government/agencies, rate payers or staff to provide or obtain information and service that is important to the operation of the Township.

To apply, please forward your resume and cover letter in confidence to
hr@adjtos.ca by 4:30 p.m. on March 31, 2020.

We thank all of those who apply, but only those selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.