



Planning Administrative Assistant

Full-time, Permanent

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Reporting to the Manager of Planning Services, the Planning Administrative Assistant provides support and general information on planning applications, planning processes, zoning inquiries and Planning Act notices and circulations relating to the function of the Township's Planning Department. This position supports staff with municipal record searches and administrative duties associated with development applications, including meeting preparation, circulation of public notices, issuing building/zoning compliance letters and undertaking administrative record keeping of By-Law updates and files. Occasional drafting of procedures and publishing content for checklists and forms, website, digital media and brochures. This position also provides administrative support related to the function and operation of the Committee of Adjustment ("COA").

Duties & Responsibilities, but not limited to:

- Provides the first level of response in providing information to inquiries from developers, investors, the public, staff, local municipalities, County and provincial parties, etc. regarding a broad range of development and land use planning related matters within the municipality, including information regarding policy, zoning, active development applications, processes and general planning matters.
- Accepts and aids with processing Planning Act applications, ensuring that files are opened, processed and catalogued expeditiously. Provides ongoing management, maintenance and updating status of planning applications and file management systems including Cloudpermit and Laserfiche. Tracks application fees and cost acknowledgment agreements.
- Accepts and assists in the processing of formal applications to the Committee of Adjustment ("COA") for minor variances and consents for completeness in accordance with the Planning Act and municipal requirements. Acts as liaison between COA members and applicants, public, staff and other agencies. Attends public hearings as a recording secretary and provides technical support to Committee members by preparing agendas, minutes, resolutions, motions, reports and decisions for all COA hearings. Supports the Secretary-Treasurer in the functions of the COA which includes statutory requirements regarding public notification of Committee hearings, circulation of decisions and issuance of final certifications for consent files. Attends all COA meetings and

provides procedural advice. Tracks appeal periods and responds to all COA decision appeals to the Ontario Land Tribunal.

- Maintains information on the municipal website as it relates to the Planning Department, including ensuring current planning documents are available (i.e. Zoning By-laws, Official Plan, Planning Act application forms, etc.). Posts updated legislative notices as applicable.
- Maintains a record of development applications and By-laws. Provides administrative support in updating and consolidating the Zoning By-laws and the Official Plan text and coordinates map updates with the County. Updates GIS mapping to show Zoning By-law Amendments.
- Prepares, circulates, and files circulation notices to the public, internal departments and external agencies. Receives and files all comment requests and submissions related to Planning Act circulation.
- Prepares passing and adoption notices and explanatory notes for Zoning By-law and Official Plan amendments for public notification.
- Prepares zoning compliance reports for property transactions by ensuring timelines are met, collecting required fee for request, and by analyzing relevant information collected from Chief Building Official and Fire Department as well as any earlier zoning compliance reports issued by the Township.
- Completes zoning compliance reviews for a variety of processes including site plans, real estate inquiries, building permits and business licences.
- Reviews and prepares municipal records searches (i.e. building/zoning compliance letters, Freedom of Information requests) upon request from external clients such as law offices, planning consultants, property owners, etc. through research of digital and physical property information files.
- Prepares, organizes and maintains Planning Department records according to file management system.
- Provides administrative support to the Building and By-law Departments as needed.

Qualifications, Skills, Knowledge, Abilities:

- Completion of, or enrollment in, post secondary education in Planning, Geography or related field or equivalent combination of practical training and education.
- Eligibility for membership with Canadian Association of Certified Planning Technicians, or the Ontario Professional Planners Institute, or the completion of OACA Primer on Planning course or willingness to obtain the Accredited Secretary-Treasurer (ACST) designation, the Ontario Association of Consent Authorities an asset.
- Minimum 1-year related experience in municipal Planning Department.
- Working knowledge of TOMRMS (The Ontario Municipal Records Management System) an asset.
- Knowledge of Committee of Adjustment process, municipal administration process, particularly planning administration and of the Planning Act, Official Plans, and Zoning By-Laws an asset.
- Ability to multi-task, cope with interruptions and work under pressure to meet frequent deadlines.
- Exercise discretion when handling confidential information.
- Technological proficiency in ESRI ArcGIS applications, Bluebeam, Cloudpermit preferred.

- Possess high level of initiative and ability to work independently, as well as part of team.
- Excellent analytical, communication, conflict resolution, customer service and organizational skills.
- Ability to occasionally attend after-hours Council/Committee meetings.

Annual Salary: \$50,250 – 62,826 (2025 rate). Based on a 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with “Planning Admin Assistant” in the subject line by August 25, 2025. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.