



Township of
North Dundas

PLANNING, BUILDING AND ENFORCEMENT DEPARTMENT

To:	Mayor Duncan and Members of Council
Prepared by:	Calvin Pol, Director of Planning, Building and Enforcement
Date of Meeting:	March 31, 2015
Subject:	Supplemental Report

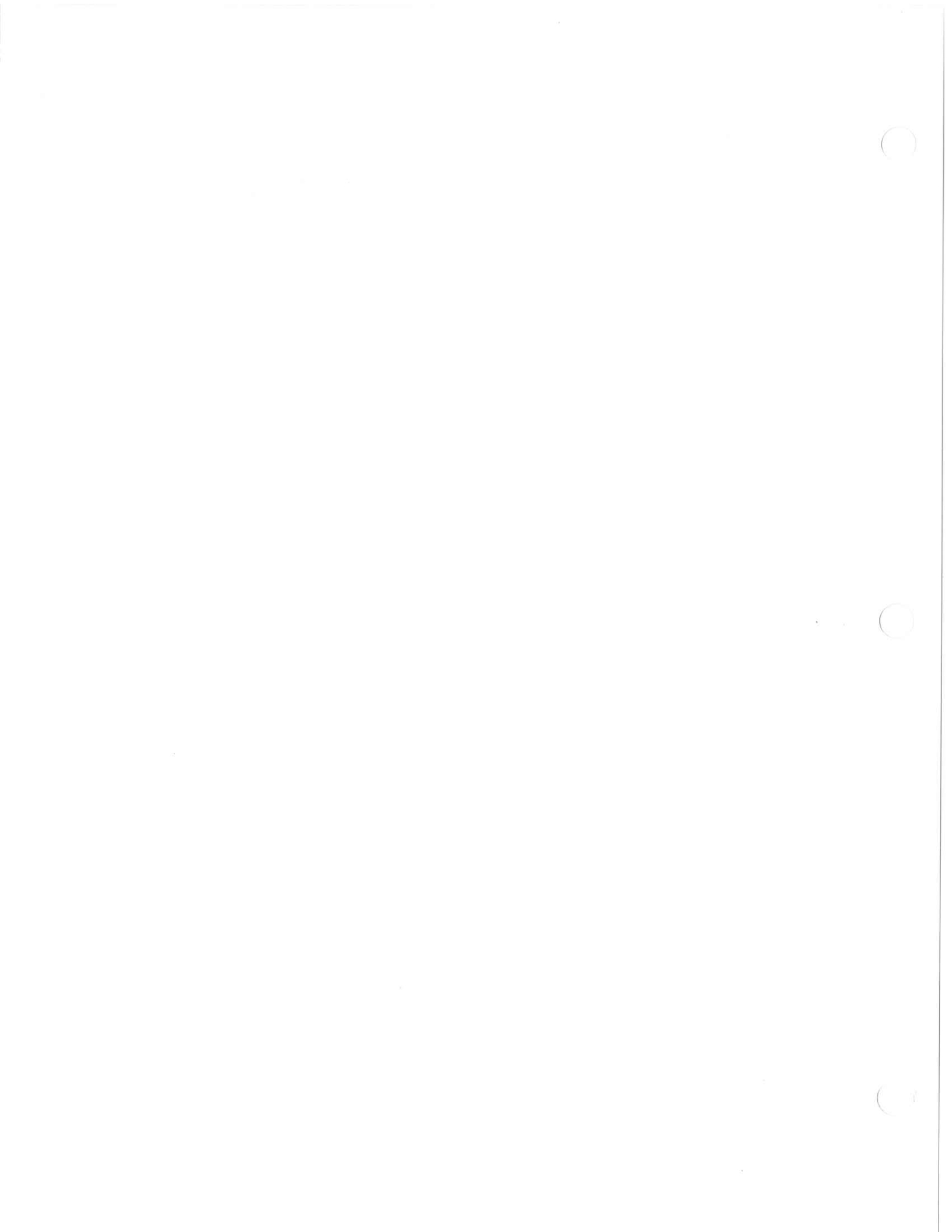
1. Junior Planner - Planning, Building and Enforcement Department

As noted last Council meeting, our Junior Planner tendered his resignation having accepted a private consulting firm's offer of employment. Council will note this is the second resignation, where the individual has left for planning positions elsewhere. A considerable investment in training has been lost in both cases. We are finding that once these university graduates have gained valuable and diverse experience working for North Dundas, they become very attractive to other employers who are offering higher wages and full-time work.

For the past three years, this junior planner position has been a regular full time contract position without benefits. We have found that this limits interest in the position (compared with full time) and that the position has become a springboard. Prior to readvertising the position as a contract position, we are recommending that the position be modified and the qualifications changed to attract and retain an individual to become part of the team.

The recommended changes to the position are as follows:

		Current	New
1	Title	Junior Planner	Planning Technician
2	Education	University Degree in Land Use Planning	College Diploma in Land Use Planning
3	Employment	Contract	Full Time



Under the proposed change, the salary grid would remain the same/similar with benefits becoming the additional item. As noted above, we are attempting to attract and RETAIN a qualified individual who can preform the required tasks.

The modified position would be as follows:

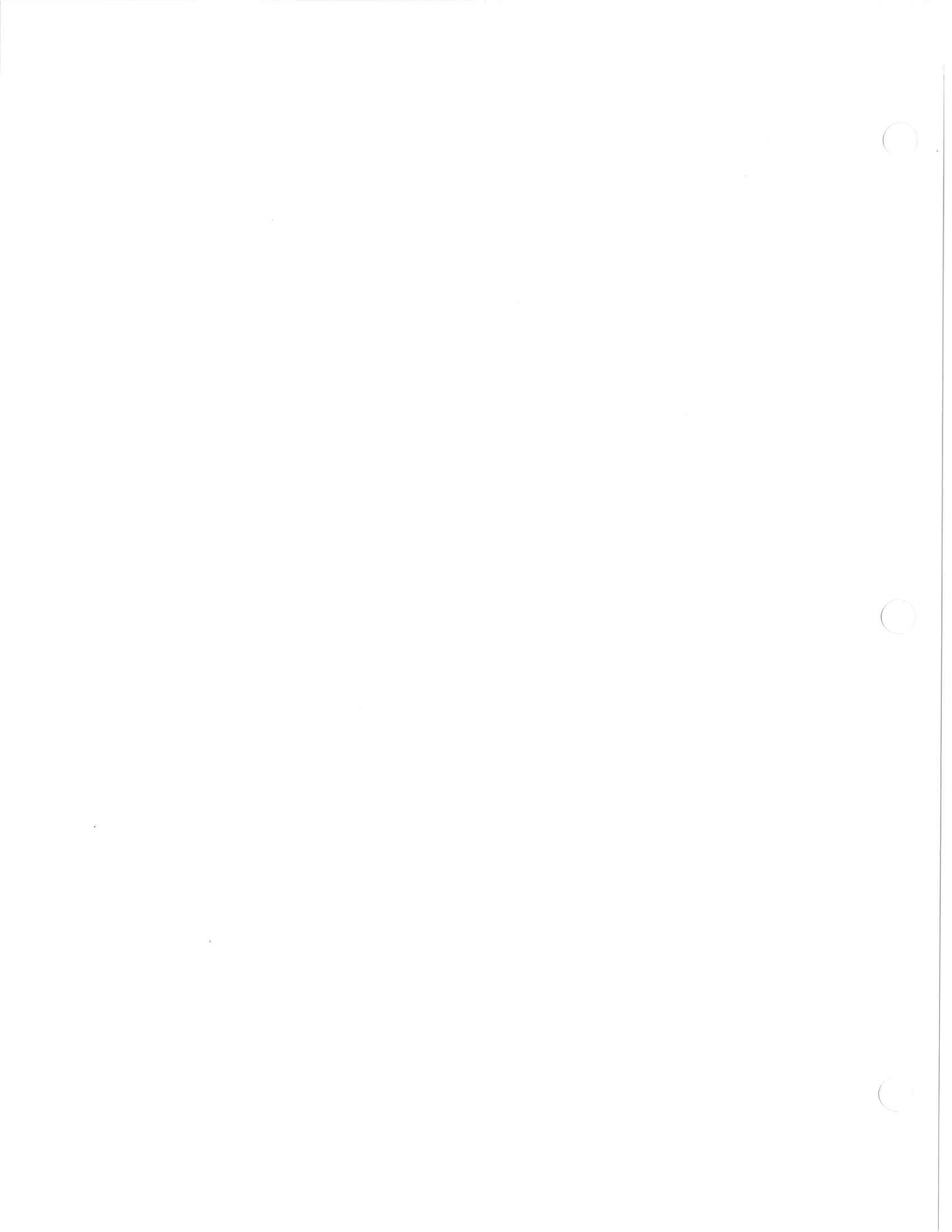
Planning Technician

Qualifications, capabilities and credentials:

- Completion of a two (2) year diploma in Land Use Planning or related discipline, with a knowledge of planning principles and relevant legislation, an understanding of land development, municipal policies and development approval processes, and experience with development layout and design principles.
- Excellent communication skills both written and oral, analytical, problem solving, report writing and organizational skills, with the ability to shift priorities and work independently.
- Ability to interpret and apply the policies regulations contained in the Provincial Policy Statements, the County Official Plan, and Township Zoning Bylaw.
- Class "G" Driver's Licence in good standing.
- Demonstrated ability to work effectively and courteously, with the ability to respect confidentiality.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Ability to multi-task within specific time constraints and demonstrate high prioritizing skills.

Role and Responsibilities:

Assistant to the Director of Planning, Building and Enforcement. Assist in the development of the Township's Comprehensive Zoning By-law and maps. Co-ordinate development/planning applications, conduct site inspections, prepare background reports, presentations, notices and draft by-laws/resolutions, prepare compliance reports, provide staff support to the Committee of Adjustment as needed including the preparation of agendas, minutes, follow up work, reports and supporting data; assist in the development of the Township's GIS database; prepare zoning letters; work with computers, printers, plotters, and other equipment including our large format scanner; conduct research, including the collection and compilation of data, questionnaire development and administration, and preparation of any associated reporting materials; conduct site inspections for the purpose of data collection or to ensure compliance with bylaws and other regulations; follow-up on notices dropped off for dog tags, dog licence sales/data entry, up-date assessment files and maps; follow up on outstanding building and pool permits; and assist with



email, phone and counter inquiries. Prepare recommendations on consent applications, minor variances, zoning amendments, and site plan applications. General office administration and other duties as assigned. Occasional evening meetings required. Must have the ability to establish effective working relationships; excellent analytical, research, report writing, problem solving skills and the ability to deal effectively and professionally with the public and the development industry.

Report prepared by: ___(Original Signed by)___ Calvin L. Pol, MCIP, RPP

Reviewed & approved by: ___(Original Signed by)___ Angela Rutley, CAO

