



**INTERNAL/EXTERNAL POSTING**  
Planning Technician/GIS Coordinator

Loyalist Township is a growing community of over 15,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. The Corporation of Loyalist Township was formed in 1998 through the amalgamation of the former Township of Ernestown, the Township of Amherst Island and the Village of Bath.

Loyalist Township invites applications for the following permanent full-time position:

File No: LT-06-2019 Planning Technician/GIS Coordinator  
Hours: 35 per week  
Rate: \$30.31 per hour  
Closing: February 20, 2019, 4:00 p.m.

This position is a permanent full-time position, covered by the CUPE Local 2150, Collective Agreement. A detailed job description is below. Please electronically submit your cover letter and résumé clearly indicating how your skills and experience are aligned with the position expectations and is marked with the file number to: [jobs@loyalist.ca](mailto:jobs@loyalist.ca). For more information regarding this position, including required qualifications, please refer to job description below or visit our website at [www.loyalist.ca](http://www.loyalist.ca) under the Employment section. As a condition of employment, the successful candidate must consent to a driver's record search and a Criminal Records Background Check (CPIC).

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail [info@loyalist.ca](mailto:info@loyalist.ca). The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at [jobs@loyalist.ca](mailto:jobs@loyalist.ca).

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act, RSO 1990, as amended, and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1999, for employment purposes.

**LOYALIST TOWNSHIP**  
**JOB DESCRIPTION**

**POSITION TITLE: PLANNING TECHNICIAN / GIS COORDINATOR**

**IMMEDIATE SUPERVISOR: SUPERVISOR, PLANNING AND DEVELOPMENT**

**RESPONSIBLE FOR:**

Assisting the Supervisor and Director of Planning and Development with various planning and GIS related issues, including:

- being involved in development review and the preparation of consent and minor variance reports (and other planning reports as assigned);
- acting as the GIS Coordinator and acting as the lead in implementing the GIS Strategic Plan;
- preparing, managing and designing GIS related data and digital layers and maps for various departments;
- preparing visual aids such as maps, charts and tables;
- answering public enquiries related to the zoning by-law, consents and minor variances;
- providing zoning interpretation to staff; and
- enforcement of the zoning by-law.

**MINIMUM QUALIFICATIONS**

- 2 –3 year Community College Diploma (Planning Technician or Technologist)
- Eligibility in the Canadian Association of Certified Planning Technicians
- superior knowledge of Ontario Planning legislation and Provincial Policy Statement
- proficient in the use of AutoCAD, Geocortex, and MS OFFICE Suite
- Experience and knowledge of maintaining GIS servers and databases, using ESRI products
- Experience in developing and maintaining GIS data and web applications
- competence in oral and written communication and tact in meeting the public
- valid Class “G” driver’s license

**Experience**

3-4 years technical planning related experience

4 years of intermediate to advanced GIS related experience

**POSITION SUMMARY**

**1. Planning Functions**

- assemble and complete preliminary analysis of planning related data and research to assist with various planning projects and reports
- pre-consult with potential applicants to communicate complete application requirements and review development applications for accuracy and completeness
- maintain and update consolidated Official Plan and Zoning by-law

- assign civic addresses according to Township approved conventions and notify relevant parties
- compile, record, land supply, existing land use, Committee of Adjustment decisions, etc.
- assist with routine processing of development applications and prepare buffers needed to identify persons/parties to be notified of applications
- prepare statutory notices for Committee of Adjustment applications
- serve as a staff resource for the Committee of Adjustment and carry out duties such as process applications, perform site inspections, prepare development agreements and certify deeds for final consent for review by the Director of Planning and Development.
- prepare and present reports concerning land consent and minor variance applications; and other planning reports as assigned
- review standard Committee of Adjustment conditions and processes and recommend changes to the Committee and Director of Planning and Development
- monitor case law in terms of matters pertaining to Committee of Adjustment decisions
- witness the execution of planning related documents as a Commissioner of Oaths, including planning applications, land transfer affidavits and affidavits of staff for legal proceedings
- draft, design and prepare maps, schedules, charts, subdivision layouts and other drawings and visual presentation materials
- provide data and information for economic development enquiries, as directed
- perform Minimum Distance Separation calculations for the Building and Planning Departments
- research, and assist Township departments regarding Land Registry Office transactions
- maintain and update the Planning, Economic Development and Building Departments and Mapping sections of the external website
- maintain vacant lot inventory

## **2. GIS Functions**

- As the GIS Coordinator, reports to the Director of Planning and Development and is responsible for updating and implementing the GIS Strategic Plan
- act as Chair of the GIS Committee and call meetings, as required
- prepare agendas, draft and circulate minutes for the GIS Committee
- coordinate projects/duties with other GIS Committee members
- in the event of dispute between departments as to how to implement GIS matters, the GIS Coordinator will recommend course of action to the Director of Planning and Development Services
- maintain internal GIS web hosting server and software
- be a staff resource on civic addressing changes and updates
- maintain and develop all base data used for GIS functions and direct and coordinate all metadata decisions
- liaise with other departments to address needs and provide assistance, attempting to achieve consensus whenever possible
- convert, import and export data in and out of the GIS system
- remain current with GIS trends, update education/training, as required

- serve on the Computer Committee as the Planning and Building Departments representative; and research and present the technological needs of both departments
- establish and maintain contacts with outside GIS contacts and user groups
- update and liaison with outside agencies regarding GIS matters
- maintain and update Township survey and plan database
- recommend and implement the selection of appropriate hardware/software for GIS activities such as servers, and GIS products
- monitor the proposed and actual GIS acquisitions of other departments to ensure compliance with the GIS Strategic Plan and report any circumstances of non-compliance
- analyze and resolve GIS system problems
- prepare GIS budget for Computer Committee in accordance with GIS Strategic Plan
- create, maintain and update GIS layers and data pertaining to the Planning and Building Departments and other departments as assigned by the Director of Planning and Development Services
- frequently update and maintain the property fabric layer and associated data
- provide or arrange GIS training for staff, as required
- serve on other Committees as assigned

### **3. Other Functions**

- carry out other related duties as assigned, from time to time