



**Position:** Planner  
**Department:** Planning and Development  
**Reports to:** Director of Planning and Development

### **Position Summary:**

Under the supervision and direction of the Director of Planning and Development, the Planner provides and assists the Director with professional land use planning advice and opinion to Council and the public on all types of planning and development applications.

### **Duties and Key Responsibilities:**

- Provides planning information and liaises with developers, landowners, other staff and the general public. Advises the public, various agencies and Council on planning matters while performing the responsibilities of the position within the legislative and regulatory standards set out in applicable Provincial/Municipal Acts;
- Coordinates the evaluation, refinement and implementation of development proposals. This position will be assigned a higher proportion of applications that are of considerable scale and complexity. Tasks will include: assessing compliance of proposals with official plan policies, zoning by-law provisions, and the applicable policy/regulatory framework; ensuring that all procedural and public consultation requirements of the Planning Act are met; addressing comments from other involved stakeholders; preparing reports and presenting recommendations to Council/Committee; negotiating development agreements; and participating in meetings related to the above;
- Provides professional planning advice and assistance to the Municipality on matters relating to the development and use of land and resources including the interpretation of Official Plan land use designations and zoning for landholdings in the municipality;
- Conducts research and support for the preparation of Official Plan or Zoning By-law updates, land use studies or detailed policy reviews. (e.g. short-term rentals, trailer parks, Heritage Planning);
- Monitors Provincial initiatives in planning policy and reports to the Director as required;
- Supports the Director in representing the municipality's interests at Ontario Land Tribunals and/or provides professional planning advice at Ontario Land Tribunal Hearings as an expert witness as required;
- Assists with the enforcement of the Zoning by-law and Site Plan Agreements by conducting site inspections, gathering evidence and

- providing expert witness testimony in coordination with Building Division staff, By-law Enforcement staff and a solicitor as required;
- Prepares, letters, staff reports, by-laws, etc. for review and approval;
  - Responds to daily public written and verbal inquiries for planning, development and/or cultural heritage information;
  - Ensures the availability of updated planning and cultural heritage documents for users;
  - Under the direction of the Director of Planning, presents development plans to the Municipality's Accessibility Advisory Committee;
  - Attends Municipal Council and/or Committee of Adjustment meetings, in order to provide information and make recommendations on issues related to land use planning, as required;
  - Updates and maintains the Municipal GIS land parcel base maps and data systems that relate to Planning and Building layers;
  - Prepares statistics and summary reports for the Director;
  - Under the direction of the Director of Planning, may coordinate projects or act as department liaison on special projects;
  - Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, organizational theory and practices relating to the functions of the department in order that professional competence is maintained;
  - Other duties as assigned.

### **Supervisory Responsibilities:**

- Provides day-to-day supervision to direct report (Planning and Development Assistant).

### **Position Qualifications:**

- University Degree in Planning or closely related discipline;
- Minimum five years' experience in municipal planning including supervisory and administrative responsibilities of unionized staff;
- Experience in managing staff and budget is required;
- Thorough knowledge of the Planning Act, Municipal Act, Ontario Land Tribunal processes and other provincial regulations affecting the land use planning field, sound planning principles and practices, experience in tracking and implementing the best practices, development processes and rural design concepts and local government functions/responsibilities;
- Membership in the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP) is preferred;
- Extensive knowledge in GIS mapping, Word, Publisher, PowerPoint, Access, Excel and iCompass programs;
- Valid Class 'G' Driver's License in good standing;

- Ability to work outside normal working hours (evenings/weekends) to attend meetings; and
- Valid and satisfactory Criminal Background Check.

**Special Conditions:**

- Likelihood of occasional confrontational attitudes by members of the public;
- Physical requirement to walk, climb, etc., in order to conduct site visits to review land use planning applications and/or concerns;
- The position demands commitment beyond normal working hours.

**Key Performance Competencies:**

- Ability to:
  - Perform accurately and timely mathematical computations and tabulations;
  - Be effective, tactful, courteous and diplomatic in explaining Municipal policies and procedures;
  - Establish and maintain effective positive working relationships with staff, the public and outside agents;
  - Carry out oral and written instructions with minimal supervision or guidance;
  - Maintain complex clerical records and prepares accurate reports from such records;
  - Demonstrate research skills and a proficient understanding of the Ontario Planning and Heritage Acts, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe and Accessibility for Ontarians with Disabilities Act (A.O.D.A.);
  - Create a positive image of the Municipality;
  - Organizational and management skills to prioritize workload and assign tasks to staff;
  - Work to make sound decisions based on superior analytical, problem solving and resolution skills;
  - Work independently and as a part of a team to successfully meet goals of the Planning Department;
  - Demonstrate strong interpersonal skills sufficient to communicate effectively. Specifically with all managers of the Planning Department, with Councilors, the general public, consultants, real estate agencies and other agencies.

**Acknowledgement**

Employee Signature:

---

Date:

---