



Position Description: Planner

Job Summary:

Reporting to the Manager of Development Services / Chief Building Official, the Planner will be responsible for interpreting and providing technical information, advice and assistance to Council, the Committee of Adjustment, staff, developers, lawyers, the business community, and the public regarding land use planning matters. Other duties include advising on growth management, economic development, and performing a variety of tasks relative to assigned areas of responsibility, including the review of building permit applications to ensure compliance with land-use planning legislation.

With an attention to good customer service, the Planner assists the public in the submission of applications, researches and prepares planning reports regarding land use planning applications in the capacity of an RPP, including official plan amendments, zoning by-law amendments, coordination of subdivision and site plan control approvals, and oversight of minor variance applications. The planner is responsible for the preparation and presentation of department reports and provides administrative support to the Development Services Department as needed.

Main Responsibilities:

- Serves as the primary contact for and assists in the co-ordination and administration of all forms of development applications including, but not limited to Zoning By-law and Official Plan amendment applications, minor variance, site plan approval, plans of subdivision and consent applications.
- Provides planning advice and direction, including the interpretation of the Township's Official Plan, Zoning By-law, other policies and applicable legislation, to the general public, staff and consultants in the capacity of an RPP.
- Coordinates inter-departmental and/or inter-agency meetings with developers, consultants, agencies and interested parties. Assists with discussions regarding technical concerns to achieve municipal planning objectives.
- Responsible for the administration of development agreements including subdivision agreements, site plan agreements, etc.
- Undertakes research, provides input, and assists with project management related to the development of planning policy and a variety of municipal plans/studies, including Community Improvement Plans, growth, and environmental plans, etc.
- Expected to attend as an expert witness in the capacity of an RPP and/or CAHP at the Local Planning Appeal Tribunal (LPAT) Conservation Review Board (and/or other quasi-judicial tribunals) and Court Hearings on behalf of the Corporation.;



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- Responsible for the maintenance of the consolidated comprehensive Zoning By-law and Official Plan.
- In cooperation with the Chief Administrative Officer and the Management Team, provides assistance to advance the economic growth of the Township, with a focus on new and ongoing business development opportunities and ensuring compliance with all Acts, Regulations and By-laws.
- Represents the Township on community, regional and intergovernmental organizations related to planning issues.
- Responds to telephone, letter and counter inquiries from the public, developers, investors, agencies, and other levels of government pertaining to a broad range of development matters such as the processing of subdivisions, condominiums, and amendments to and variances from municipal planning regulations
- Provides interpretation of Township By-laws/policies and relevant applicable law.
- Attends meetings, prepares reports and maintains records as required.
- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
- Performs other duties and carries out special projects as assigned.

Supervision:

None

Education and Experience Required:

- A University Degree in Planning or related discipline is required.
- A minimum of three (3) years previous experience in the field of municipal planning.
- Membership, or eligibility for membership, in the Ontario Professional Planners Institute (OPPI) and Registered Professional Planner (RPP) designation is required.
- Experience providing professional planning evidence before the Local Planning Appeal Tribunal (LPAT) / Ontario Municipal Board (OMB) is an asset.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint, Teams), iCompass agenda and meeting management software, GIS software

Other Requirements:

- Understanding of planning legislation, regulations, and procedures, including the Planning Act, the Municipal Act, Provincial Policy Statements, Northumberland County and Township Official Plans, other Federal and Provincial legislation



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pertaining to municipal planning.

- Presentation skills to provide advice, information or comment relating to operations of the Planning department.
- Satisfactory acceptable Criminal Records Check/Vulnerable Sector Search
- Class "G" driver's licence in good standing, have access to a reliable vehicle for use on Township business and be able to provide a current acceptable driver's abstract
- Proof of up-to-date vaccination against COVID-19. Pursuant to the Ontario Human Rights Code, the Township will provide accommodation where such requests are substantiated.

Working Conditions:

- Office environment with occasional travel to attend meetings, conferences, and seminars.
- May be required to carry an appropriate communications device to respond to corporate emergencies and departmental situations in a timely manner.

Position Review Information

Original Created: 2022-09-14

Updated By: Tim Jeronimus, Manager of Development Services / Chief Building Official

Date: 9/19/2022

Approved by CAO: Arthur Anderson, CAO **Date:** 9/19/2022