



Position Description

Community Planner

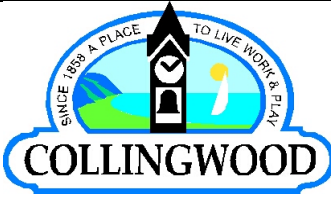
Position Code:	22	Pay Band:	10
Department:	Planning, Building & Economic Development	Effective:	October 2007
Division:	Planning	Revised:	Jan/22, Nov/21, Aug/20, Jul/19
Reports To:	Manager, Planning	Status:	Permanent Full-time Non-Union
Direct Reports:	none	Indirect Reports:	none

Position Summary

Reporting to the Planning Manager, Community Planners are responsible for providing planning advice related to the full range of Planning Act development applications, land use and community planning matters. The position acts as a project manager; leads and works as part of an interdepartmental and interagency team in the review of development applications and corporate and policy initiatives; prepares planning reports for development applications; researches and prepares policy and community planning recommendations reflective of best practices and aligned with corporate strategic objectives; and professionally represents the Town as an expert witness before the Ontario Land Tribunal (OLT) and other legal proceedings. The main duties and responsibilities of the position are in the areas of: development review; research, analysis and policy project work; other division functions; and, OLT and other quasi-judicial proceedings. One position is designated as lead on heritage conservation related matters.

Duties and Responsibilities

1. **Development Review (40%):**
 - (a) Coordinate, manage, process, evaluate and advance solutions for Planning Act applications including matters such as, but not limited to:
 - (i) Official Plan and Zoning By-law Amendments;
 - (ii) Draft Plans of Subdivision and Condominium Descriptions;
 - (iii) Site Plan Control; and,
 - (iv) Consents, Minor Variances, Part Lot Control, and Deeming By-laws.
 - (b) Apply a broad set of competencies and attention to detailed matters associated with the foregoing through expert multi-media communications (e.g., verbal, written, electronic, presentations etc.), meeting management, team leadership, project management, the review, analysis, and synthesis of information emerging from multiple disciplines, and the delivery of associated consolidated recommendations of a professional nature to Council, Committees, and internal departments and external agencies.
 - (c) As a project manager related to development files, lead an interdepartmental and interagency team and coordinate the work of and act as a liaison with consultants retained by the Town to provide expert advice on matters of interest.
 - (d) Prepare planning-related legal documents to implement planning decisions, including: Official Plan Amendments; Zoning By-Law Amendments; Site Plan Agreements; Subdivision and Condominium Agreements and conditions of Draft Plan approval for same; affidavits and expert testimony for Ontario Land Tribunal (OLT) hearings and other proceedings; and notices/correspondence pertaining to applications review and Council decisions.



Position Description

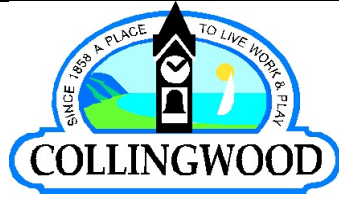
Community Planner

- 2. Research, Analysis and Policy Project Work (30%):**
 - (a) Undertake policy-based research and analysis to ensure that the Town's policy instruments with Planning Act requirements, periodic updating/conformity exercises with County and Provincial policy changes as well as address changing local circumstances including socio-economic conditions, community vision, strategic planning directions, and other trends impacting land use planning.
 - (b) Craft, interpret and coordinate implementation of planning policies; analyze, process and prepare planning reports and recommendations; communicate with various client groups including engaging in stakeholder consultation and communications.
 - (c) Monitor growth-related and census data to better understand the context for planning in the municipality and local area, including building permit activity, demographics, dwelling type and density, land supply and intensification.
 - (d) Lead or participate in corporate or other projects of a multi-disciplinary nature such as those related to affordable housing or public realm planning.
 - (e) Represent the Town on internal or external project or subject-specific advisory groups and/or manage consultants as needed.

- 3. Other Division Functions (20%):**
 - (a) Provide information and opinion pertaining to customer/stakeholder (e.g., residents, applicants, internal departments, external agencies, etc.) enquiries regarding a wide range of matters, including: planning applications; development proposals; Official Plan designations and policies; Zoning By-law permitted uses and provisions; and, demographic and statistical data.
 - (b) Attend, lead, participate as an expert at a wide range of meetings with Council, internal departments, external agencies, applicants, consultants, community stakeholders and members of the public regarding development applications, land use planning, conflict resolution/negotiation, etc. This may involve making presentations where necessary, communicating planning opinion, facilitating information sharing and problem solving, negotiating, and providing direction.

- 4. OLT and Other Quasi-Judicial Proceedings (10%):**
 - (a) Coordinate/administer Town involvement in OLT or other legal proceedings, including compilation and forwarding of application records, issuance of notices and other communications, preparation of exhibits, attendance at hearings and provision of expert testimony, including under cross examination, and participation in mediation and conflict resolution.

- 5. Heritage Conservation Related Matters (as Designated – up to 30%):**
 - (a) Heritage preservation activities including, but not limited to, heritage designation, heritage alteration permitting, heritage conservation district planning, archaeological resource assessment, cultural heritage landscapes conservation, heritage granting, preparation of heritage conservation easements, and updating of the Municipal Heritage Register.
 - (b) Negotiate with property owners, act as the primary staff resource to the Heritage Advisory Committee, liaise with and develop communication materials for a variety of heritage organizations, and deal with the general public in the pursuit of heritage conservation, preservation, restoration, and promotion.
 - (c) Plan for and manage municipally owned heritage resources and work with a variety of groups to maintain and operate within municipally owned heritage buildings.
 - (d) Perform a variety of duties related to properties of heritage significance, review proposals for alterations, and provide technical and research support and advice on heritage



Position Description

Community Planner

- planning policies, guidelines, and objectives to the public, applicants, and other internal or external departments and agencies.
- (e) Provide professional advice, work with consultants, conduct strategic planning, review and process Heritage permits, organize educational workshops, and serve as the primary contact for development applications on or adjacent to designated heritage properties.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

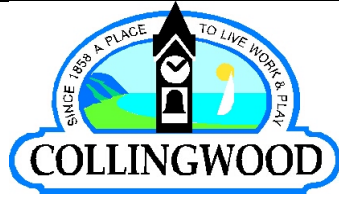
Knowledge, Skills and Experience

1. Degree in Urban Planning, Environmental Studies, or related discipline
2. Full or provisional membership in the Canadian Institute of Planners and the Ontario Professional Planners Institute. For the Community Planner (Heritage), full membership or eligibility for membership in the Canadian Association of Heritage Professionals.
3. Five (5) years of progressive experience dealing with a wide range of complex planning applications, stakeholders, and implementation scenarios.
4. Experience in land use planning/municipal planning in the public sector or equivalent private sector experience on behalf of developers/builders (e.g., planning support for development proposals, project management, etc.).
5. Excellent analytical, report writing, communication, presentation, organizational, interpersonal skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
6. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
7. Thorough working knowledge of Windows and Microsoft Office applications, database management, and office equipment. Knowledge of GIS mapping, Cityview, AutoCad, Adobe software or applications, and web publishing tools an asset.
8. Valid Class "G" driver's license and reliable vehicle to use on corporate business. Ability and willingness to travel within the community as required.
9. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue regarding sitting, standing, and walking. Daily tasks may include operating a computer, site visits, meetings, training, concentrated attention to detail during report/release writing, analysis of various information and computer work. Individual must operate office equipment such as computers, copiers, faxes, scanners and adding machines. (100%)



Position Description

Community Planner

Normal hours of work are thirty-five (35) hours per week, usually Monday through Friday, 8:30 a.m. to 4:30 p.m. with a one (1) hour unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts to work evenings or weekends to accommodate high volume periods or for after-hours customer service initiatives, or to work overtime as needed.

Physical Environment: Work is conducted in a standard office environment. (90%) Work involves travelling to other Municipal buildings or off-site locations, site inspections on construction sites, out of town meetings and training held in meeting rooms or conference rooms. (10%) This position may be considered suitable for remote work as permitted through applicable employer policy.

Sensory Attention: Visual concentration and repetitive keyboarding tasks. Ability to coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision, colour vision and ability to adjust focus. (70%) Requires the ability to prepare and read a variety of reports, letters/correspondence, budgets, etc. The ability to communicate effectively including explaining processes instructions and speaking before groups of people. (30%)

Stress: Limited mental stress, in normal situations with increased pressure where the seriousness of the outcome is augmented (85%). Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress (10%). Occasional exposure to dissatisfied members of the public (5%).

Contacts and Dimensions

Direct Reports: 0
Indirect Reports: 0
Total Employees Serviced: 0
Other Working Relationships: Incumbent communicates regularly with staff, various government agencies, elected officials, builders, solicitors, consultants, real estate agents, land developers, investors, architects, engineers, community or special interest groups, and the general public
Budget: n/a
Salary Budget: n/a

Review and Signatures

Employee Name (print): _____ Date: _____
Signature: _____
Supervisor Signature: _____ Date: _____
Manager/HR Signature: _____ Date: _____