



POSITION DESCRIPTION

1. Position Title:

Planner

2. Reporting Relationship:

Reports directly to the Director of Infrastructure and Development Services

3. Positions Supervised: None.

4. Scope of Position:

The Planner is responsible for providing a full range of policy development and reviewing/processing development applications under the Planning Act and other legislation. Provides professional planning advice and recommendations to all levels of Township staff, Council, affected agencies, the public and all other stakeholders, tribunals and courts to guide the growth and development in the Township of Southwold.

5. Responsibilities

5.1 Provides information, interpretation, advice, and opinion regarding planning and development issues to the public, agencies, municipal staff, consultants, committees and councils.

5.2 Oversees and directs planning processes (including official plan amendments, zoning by-law amendments, subdivisions / condominiums, site plans, consents, minor variances, interim control by-laws, etc.) including the preparation of notices, by-laws, reports, agreements, etc.

5.3 Prepares and presents reports, with professional opinion recommendations for Council and committees.

5.4 Supports the development of policy options, secondary planning and other development initiatives to attract development growth within the Township.

5.5 Provides guidance and support for economic development and reviewing vacant Township parcels of land.

5.6 Provides expertise and assistance on GIS for the Township.



- 5.7 Attends council, committee, public, and other meetings as required to act as planning spokesperson.
- 5.8 Maintains all paper and digital files on development applications in accordance with established protocols and ensure all legislated time frames and processing requirements are met.
- 5.9 Prepares and presents professional planning evidence and opinions at court proceedings, the Ontario Municipal Board, and other administrative tribunal hearings.
- 5.10 Undertakes special projects including research, consultation, evaluations and related activities.
- 5.11 Represents the Municipality on committees and external bodies.
- 5.12 Performs other duties as assigned.

6. Authority of Position

Authority limited to operating within established departmental policies and procedures and current government legislation and regulation.

7. Working Relationship

- 7.1 Council: To provide advice, information and guidance on all planning applications and policies.
- 7.2 Township Staff: Interpersonal skills to provide effective guidance on planning policies and application to Director of Infrastructure and Development Services, as well as Township team.
- 7.3 General Public: With the general public to provide exchange of information, to relay decisions, to advise of municipal policy with respect to planning services, to respond to complaints, etc. Ensure harmonious public relations at all times with the general public.

8. Required Knowledge and Skill

- 8.1 University degree in a Planning Program or a related discipline.
- 8.2 Registered Professional Planner designation from the Ontario Professional Planners Institute, or equivalent.
- 8.3 A minimum of four to five years responsible planning experience, preferably within a municipal planning environment and preferably within an agricultural and/or small-town context.



8.4 Demonstrated excellent verbal, written (including report writing), presentation and related communication skills.

8.5 Excellent research, analytical, organizational, time management, communication, independent decision making, problem solving and negotiation skills.

8.6 Ability to interact harmoniously and diplomatically with the public, development industry and elected officials.

8.7 Comprehensive understanding of the Planning Act, other relevant statutory documents, Provincial Policy, and planning processes.

8.8 Proficiency in Microsoft Office and internet software.

8.9 Proficiency in Geographic Information Systems considered an asset.

8.10 Valid drivers' licence, the use of a vehicle, and the ability to travel as required to fulfil job responsibilities.

10. Working Conditions

Usual public office; must be accessible to staff, elected officials, other public and private organizations, Boards and Committees of Council, the media and the public. Work is primarily self-directed or assigned as broad objectives and goals, in accordance with corporate directives and policies. While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; perform highly detailed work on multiple, concurrent tasks; work under tight deadlines and with frequent interruptions. Good mental and physical condition required to meet demands associated with position including stress from multiple demands, dealing with public, multiple roles performed in position, new and unexpected problems and critical time deadlines for work performance.

Usual hours of work are 35 hours per week. This position necessitates an extended schedule of evening work mainly to work regular after-hour meetings and backlog. Some traveling required for meetings. The Township of Southwold also offers competitive benefits and participation in the OMERS pension plan, a compressed work week arrangement (4 day work week), and flexible work from home options.

11. Decision Making/Judgment

Work is performed under the direction of the Director of Infrastructure and Development Services. Judgment errors would lead to lost productivity, customer dissatisfaction, embarrassment and cost to The Corporation, staff and Council.

There is ample opportunity for independent judgment, initiative, and creativity.

