



Job Description

Planner

Department: Planning & Development Services

Reports To: Manager of Community Planning

Date Approved: December 2021

Job Grade: Grade 8

Position Summary

- Review and process of single, small, and medium scale development applications such as official plan amendments and rezoning, consent, proposed plans of subdivision and condominium, site plan control, minor variance, Niagara Escarpment Development Control Permits, removal of part lot control and deeming by-laws. Conduct research, prepare, and present Staff Reports and provide input on policy projects and programs.

Key Duties and Responsibilities

- Review, process, and formulate a planning opinion on planning proposals and projects within a community planning context. Such proposals and projects will normally include, official plan applications and zoning amendment applications, site plan applications, variance and consent applications, Niagara Escarpment Commission applications, and other projects as assigned.
- Aid in the preparation and circulation of planning applications.
- Liaise with Town departments, agencies and the public on planning proposals and planning matters.
- Respond to general planning inquiries, including counter, telephone, and email inquiries, and provide effective customer service.
- Assist in the development of new procedures and methods for improving department efficiencies.
- Maintain up-to-date land use planning knowledge through attendance at seminars and courses and through required reading.
- Provide support to other planning and administration staff on assigned planning proposals and projects.

- Assists in the maintenance of a positive team environment by working co-operatively with other employees, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas, and assisting others where necessary.
- Undertake the land-use pre-screening process and review of parking management plans for Short Term Accommodation applications.
- Review, process and make recommendation regarding applications that seek municipal concurrence for telecommunication towers.
- Act as Secretary-Treasurer to the Town’s Committee of Adjustment, as necessary and assigned.
- Attend, provide information and make presentations at meetings of Council, standing Council Committees, including public meetings and other committees as assigned.
- Prepare and present professional planning evidence at Local Planning Appeal Tribunal hearings and act as an expert witness.
- Adheres to Town and Departmental policies, procedures, and programs. Contributes to development of goals and objectives regarding own work as requested by supervisor.
- Promotes a high standard of customer service to the public as well as to all internal customers.
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Performs other duties as required.

Job Details

Hours of Work: Standard work week Monday to Friday from 8:30 a.m. – 4:30 p.m. with a 1-hour lunch break. May be required to occasionally attend meetings after hours, including Committee and Council meetings.

Direct Reports: 0

Overtime: Applies

Driver’s License Required: Yes Class: G

Education and Experience:

- Four (4) year degree in Land Use Planning, Geography or equivalent.
- Over two (2) years’ experience in land use planning (capable to be responsible for projects such as zoning amendments, site plan approvals, variances and consents, and

other relevant planning projects).

- Ability and willingness to obtain C.I.P. and O.P.P.I provisional membership (or equivalent membership).
- Demonstrated working knowledge and experience with GIS software.
- Valid G driver's license.
- Strong organization and time management skills.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Ability to work independently or as part of a team.
- Working knowledge of Microsoft Office Suite.
- Effective attention to detail and a high degree of accuracy.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Strong problem identification and problem resolution skills.
- Knowledge of contracting, negotiating, and change management.
- Knowledge of federal, provincial, and municipal regulations.