

JOB DESCRIPTION



Job Title	Planner II		
Reports To	Manager of Planning	Job Grade	9
Department	Community and Development Services	Hours per Week	35
Location	Town Hall	Effective	July 12, 2022
EBG Employee:	Yes	Status	Full Time

Job Summary

The Planner II, under the direction of the Manager of Planning, will primarily be responsible for the interpretation, preparation and formulation of planning policies, by-law provisions and reports on planning matters in accordance with sound planning practice and policies. This role will also coordinate the processing of all types of planning applications. The Planner II provides expert testimony at OMB hearings, when required.

Job Requirements

- University Degree in urban, rural or regional planning or related program.
- Minimum of 3 years of progressive experience.
- Municipal planning experience is an asset.
- Experience in Heritage Planning would be an asset.
- Experience in Urban Design would be an asset.
- Full or provisional membership with the Ontario Professional Planners Institute and the Canadian Institute of Planners working towards MCIP, RPP designations.
- Ability to interpret and apply local and provincial planning policy and legislation.
- Excellent organizational and time management skills.
- Solid presentation, written and verbal skills.
- Proven analytical ability and solutions oriented.
- Strong interpersonal skills.

Job Duties

- Process *Planning Act* applications and liaise with required agencies/departments and the applicant.
- Provide excellent customer service by responding to inter-office, general public, solicitor and agency inquiries by way of providing professional advice and opinion regarding severances, official plan policies and subdivision/condominium and general planning inquiries
- Prepare notices and related correspondence as required by the *Planning Act*.
- Prepare required by-laws and agreements including all required data, schedules and plans pertaining to various development applications.

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- Prepare and present professional opinion reports with recommendations to Town Council on official plan amendments, zoning amendments, subdivisions, condominiums, site plans and other related planning issues including the circulation of applications for comments, co-ordination of inter-departmental and agency comments.
- Follow-up on outstanding agency/department comments
- Prepare professional opinion reports with recommendations to Committee of Adjustment concerning consents and minor variances.
- Research, compile and analyze information for planning studies, special projects and major studies using a variety of research techniques.
- Prepare graphic displays and other visual aid material for public meetings or other presentations and/or reports.
- Circulate and prepare complex reports to Niagara Escarpment Commission.
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- Consult and provide procedural and policy advice to applicants regarding requirements and the application process.
- Develop and implement policies, systems and procedures for the Department under the general supervision of the Manager of Planning and/or Director.
- Represent and assist in the coordination of special community meetings including organization of venues, presentation material, meeting supplies and inquiries.
- Prepare background material for Ontario Land Tribunal as required and provide opinion and evidence as required.
- Organize, attend, and facilitate public meetings and open houses.
- Participate in and provide support during pre-consultation meetings and determine application requirements.
- Respond to public inquiries both in writing and verbally.
- Conduct site visits and document existing conditions.
- Ensure the highest standards of confidentiality and integrity at all times.
- Adhere to, support and promote adherence to all Town policies and procedures, regulations, and other related guidelines.
- Optimize and use initiative on an ongoing basis to execute efficient work practices.
- Ensure Department practices are in compliance with all applicable legislation.
- Attend regular team meetings and support team building, working closely with others in the division and all other Town Departments.
- At all times, work in a safe manner promoting health and safety and compliance with the *Occupational Health & Safety Act*.
- Perform other duties as assigned by the Manager of Planning and/or Director of Community and Development Services.

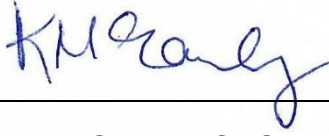

Competencies

- Attention to Detail - Pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- Customer Focus - Provides superior service to internal and external customers.

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- Compassion - Shows concern and empathy in a supportive manner to colleagues and clients.
- Conflict Management - Foresees potential conflict and takes preventative steps. Handles conflict when it arises, assisting with resolution or determining solutions.
- Organization - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.
- Problem Solving - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships in order to solve. Use logic and analytical methods to come to realistic solution.
- Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.

Reviewed By: Name and Title	Kirsten McCauley, Director of Community and Development Services		
Signature:		Date Reviewed:	June 28, 2022
Approved By: Name and Title	Marnie Cluckie, CAO		
Signature:		Date Approved:	July 12, 2022
<p>The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and when applicable in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.</p>			