



## **Career Opportunity – Internal/External Posting**

### **Planner Community and Development Services**

#### **Position Summary:**

Reporting to the Manager of Planning Services, the Planner will provide support and technical assistance for the review and processing of planning applications and other planning matters. This position will require extensive contact with the public, internal departments, and government agencies in the consideration of development proposals and planning initiatives. This position includes the requirement for attendance at meetings during and after office hours and the need to conduct out of office site inspections.

#### **Key Responsibilities:**

- Develop, process, and prepare official plan amendments, zoning by-law amendments, subdivision/condominium, part lot control, removal of holding, interim control by-law, and site plan control applications.
- Prepare and make presentations regarding planning related matters to Committees of Council, corporate and departmental teams, the public and local organizations.
- Prepare and present land use recommendations to the Committee of Adjustment and assist in the processing of Committee of Adjustment applications.
- Review, provide comments and recommendations on reports, studies, proposals, planning policy documents and federal, provincial, or municipal planning documents to evaluate impacts on planning and development within the municipality.
- Coordinate, analyze and prepare data and mapping for notices, presentations and research projects utilizing the municipal GIS program.
- Oversee and support the Heritage Committee activities including, when required, conducting regular committee meetings, offering necessary training and providing direction to student positions when applicable.
- Liaise and consult with various departments, upper tier government and commenting agencies for various planning applications.
- Develop, coordinate and/or lead public engagement processes such as public information meetings, open houses and stakeholder/neighbourhood meetings. Summarize and report on the outcomes of the public engagement process.
- Coordinate, research, and analyze statistical data and information for various initiatives.
- Demonstrate effective interpersonal skills in responding to public, staff, Councillors, committee members, outside groups and agencies.

- Participate in the preparation of Official Plan (OP) policies, amendments, secondary plans and reviews of reports and policies relating to growth management.
- Administer and monitor requests received through Cloudpermit for Planning Services.
- Liaise with the GIS Technologist and other departments as required to maintain parcel data, generate mapping, and collect and analyze municipal data, including land base inventory.
- Research and assist with special planning and community development projects and initiatives.
- Demonstrate effective multitasking skills to manage several assignments simultaneously and meet firm deadlines.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

### **Qualifications, Knowledge, and Skills:**

- Must have a university degree in Planning or a related field.
- Full membership with the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP) is preferred.
- Must have a minimum of four (4) years of experience in a relevant area of planning.
- Must be familiar with the Planning Act, the Municipal Act and other applicable legislation and regulations.
- Must be familiar with the Ontario Land Tribunal (OLT) processes.
- Must demonstrate effective organizational, time management and technical review skills.
- Must demonstrate effective written and verbal communication and interpersonal skills.
- Must be proficient in Windows computer applications, including Microsoft Office programs.
- Experience with GIS and design software is an asset.
- Must possess and maintain a valid Ontario Class 'G' driver's licence.

### **Hours of Work and Working Conditions:**

35 hours per week. Some overtime may be required. Travel and attendance to off-site properties for site inspections and at evening meetings is required.

### **Employee Group:**

Non-union.

### **Salary Range:**

\$87,623.70 - \$102,507.34 (2024 Rates)

**Closing Date:**

Applications must be received by 11:59 PM, Sunday, March 3, 2024.

**How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](https://leamington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761