



Planner II
Lindsay, Ontario

The City of Kawartha Lakes is a growing municipality in the Lindsay area providing municipal services to its 75,000+ residents and seasonal guests. The City of Kawartha Lakes is one of the largest employers in the area with a large variety of professionals in its employ. Incorporated in 2001 as a single-tier municipality, the City of Kawartha Lakes is a young organization providing opportunity for growth and learning.

Job Description: Under the direction of the Supervisors of Planning, we are looking to fill two Planner II positions.

- Assist with the development of long term planning and development policies and procedures including growth management, Official Plan review, Secondary Plans, and other planning documents
- Assist with the processing of Official Plan, Zoning By-law, plan of subdivision/condominium, site plan, minor variance, consent, and related planning applications
- Interact with Council, Committees, government agency staff, developers and the public on planning policy which may include advanced, complex and major planning applications and other related processes
- Coordinate comments and track provincial and federal programs needing municipal input, such as Renewal Energy Act applications and the Feed-in-Tariff Program
- Prepare and present reports on behalf of the Planning Division to Committees, Council and other public stakeholder groups
- Prepare and present reports and evidence at OMB hearings, acting as facilitator to resolve planning matters
- Research and respond to public and development industry inquiries, in person and via correspondence, relating to Provincial legislation, plans and policy, Official and Secondary Plans, and current planning applications
- Conduct site inspections
- May assist with training, showing others how to perform tasks or duties
- Provide technical guidance and support to City employees including management, along with external contacts
- Regular travel to various work locations is required to fulfill the job duties of the position
- Perform other related duties as assigned

Requirements and Qualifications:

- Post-secondary degree in Urban, Rural or Regional Planning or a related field
- Minimum 3 years of diversified progressive experience as a professional planner, preferably in a municipal environment
- Minimum 2 years experience in municipal or regional planning, including working directly with the public or an equivalent combination of training and experience
- Eligible for provisional and willing to achieve full membership in OPPI and CIP
- Thorough knowledge of the Planning Act and regulations, planning principles, statutory requirements, by-laws, provincial policies and plans and other regulations applicable to municipal planning, including familiarity with current literature and trends, express knowledge/experience with the Aggregate Resources and Heritage Acts preferred
- Excellent communication skills, both oral and written, which include preparation of technical and administrative reports, and extensive experience of addressing public forums
- Excellent negotiating skills to facilitate or participate in negotiations and conflict resolution such as OMB mediation and development agreements
- Excellent knowledge of the principles of administrative management and techniques required in the management, supervision, and administration of planning programs, technical staff, and consultants
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion



- Demonstrated customer-service and interpersonal skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands
- Ability to work independently and in a team environment
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated ability to understand and abide by municipal policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Upon a conditional offer of employment, a Criminal Record Check will be required

Hourly rate of pay: \$31.46 - \$38.59

How to Apply: Applications may be submitted by email no later than **September 29, 2017 at 4:00 p.m. quoting Job #17-137 to:**

Human Resources Officer
City of Kawartha Lakes
28 Francis Street, P.O. Box 9000, Lindsay, ON K9V 5R8
Email: jobs@kawarthalakes.ca

We appreciate the interest of all applicants; however only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.