



Town of Lakeshore

has a Career Opportunity for a Level II Planner

The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 37,000 and is one of the fastest growing municipalities in Ontario. The Town of Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with many family friendly parks, recreational programs, a multi-use recreation centre, the Atlas Tube Centre including pools, 3 ice pads, gyms, and much more.

Due to a promotion, The Town of Lakeshore is now looking for a Planner Level II. The position of Level II Planner, requires professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Level I Planner. The Planner II is expected to possess knowledge within one or more planning specialties, such as land use planning, policy development and environmental planning. Although the Manager, closely reviews the work of the Planner II, planners at this level receive somewhat less immediate supervision when compared to the Planner I.

Reporting to the Manager, the Level II Planner is responsible for providing support for the Department in the implementation and delivery of planning services, primarily with a focus on the processing of site plan applications, part lot control applications, deeming by-laws, minor variance and consent application and official plan and zoning by-law amendments with moderate difficulty. The Level II Planner will coordinate the Community Improvement Program (CIP) and process applications for Telecommunication Towers.

Qualifications:

- Minimum 4 year University degree in Planning, or a related field
- Provisional or preferably, full Membership in the Ontario Professional Planners Institute and the Canadian Institute of Planners or eligible for membership
- Minimum of 4 years progressively responsible municipal planning experience
- Experience with Local Planning Appeal Tribunal (LPAT) hearings
- Experience working in customer service environment

Knowledge:

- Sound working knowledge of the Ontario Planning Act and related Acts, regulations, Provincial Policy and planning processes and best practices
- Excellent organizational ability, oral communication, and written communication skills
- Demonstrates effective communication skills in report writing and presentations
- Demonstrated interpersonal skills in dealing with the public, staff, Councillors, committee members, outside groups and agencies
- Proficiency in Microsoft Outlook, Excel, Word, Adobe Acrobat Professional, Power Point and image editing software
- Demonstrated skill in communicating ideas and concepts and facilitating discussions
- Knowledge of Community Improvement Program (CIP) legislation, policies, procedures and practises
- Ability to record minutes of meetings
- Knowledge of the principles and practices of planning

- Knowledge of principles and practices of research and data collection
- Knowledge of the Ontario Heritage Act
- Statistical knowledge and abilities to apply such knowledge in practical situations
- Sound knowledge of computer software applications required to perform planning duties including Geographical Information System (GIS)
- Thorough knowledge of municipal zoning by-laws and related zoning maps, policies and procedures
- General understanding of legal documents and surveys.

Major Responsibilities:

1. Administer Community Improvement Plan Financial Incentive Programs;
2. Conduct information/data gathering and research as assigned
3. Facilitate development proposals through the development approvals process including liaising with affected stakeholders
4. Provide planning related information and advice to internal and external bodies and agencies and the general public
5. Conduct/coordinate interdepartmental and public consultation processes
6. Prepare and present oral and written reports and makes presentations as directed
7. Prepare and present expert evidence at LPAT
8. Undertake planning related special projects and studies as directed and assists in the development and implementation of planning policy and regulation
9. Assist the Manager with development of planning studies and reports in support of new policy directions, programs and regulations
10. Provides technical planning advice and information under the supervision of the Manager, to the public, applicants, internal departments, and government agencies
11. Ensure Planning regulatory requirements are achieved, and resolve resident inquires and concerns
12. Prepares maps and images for projects and planning applications using Geographical Information Systems (GIS) software, geocortex and Adobe
13. Type and circulate draft documents including but not limited to by-laws, and site plan agreements, official plan and zoning by-law amendments, minutes, notices and decisions
14. Provide administrative support service to municipal committees as necessary, including the Community Improvement Committee
15. Assist with the review of moderately difficult development proposals and site plans for conformance with municipal planning policies and regulations
16. Assist in the evaluation and summary of comments from Town departments for official plan amendments, rezoning applications, site plans, variances and other land use proposals
17. Prepare draft Council reports and by-laws
18. Draft By-law Amendments to the Town's Zoning By-law
19. Maintain files utilizing planning software - CityView
20. Assist GIS with mapping of Growth Related Development (vacant and developed land inventories)
21. Process Development Applications and prepare reports to Council and Committees
22. Comment on and respond to the public on conceptual site plans and development proposals at the front counter or on the phone
23. Process applications for new Telecommunication Towers in accordance with Town policies
24. Maintain documents, maps and reports pertaining to population growth
25. Keep abreast of updates to the Ontario Planning Act and other relevant statutes, regulations and policies

26. Review of Site Plans in accordance with the Town's Site Plan By-law and Zoning By-law
27. Prepare and respond to lawyer letters with respect to compliance with the Town's Zoning By-law
28. Prepare, assign and maintain Development Application File Inventories
29. Prepare, assign and maintain Subdivision / Development Agreement Inventories
30. Review and provide comments on studies submitted to support development applications
31. Assist the Secretary-Treasurer to the Town's Committee of Adjustment in processing applications for Minor Variances, Consents etc.
32. Facilitate and process requests for Road Naming
33. Perform other duties as assigned

Decision Making and Judgement:

- Work is performed under the general direction of the Manager.
- Works within established guidelines, policies, procedures, directives, bylaws and legislation.

Physical Skill and Effort

- Sitting, standing.
- Manual dexterity to operate a computer

Contacts:

Internal - Daily contact with Manager and other office staff, other departments.

External - Daily contact with customers, provincial ministries, Conservation Authorities, Utilities, School Boards, lawyers, contractors, professionals, and for exchanging information.

Working Conditions:

Environment

- Works within an office environment within the hours of Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours per week). Occasionally working outside these hours for Public Open Houses, Council meetings, etc.

Control over Work Schedule

- Attend Committee and other meetings that may be outside of the normal office hours.
- Occasionally may be requested to work beyond normal office hours subject to the employee's consent in order to meet deadlines.
- Overtime as specified in the Collective Agreement with CUPE Local 704.2

This position is being posted under the provisions of the Collective Agreement between C.U.P.E. Local 702.4 and the Town of Lakeshore. The 2020 rate for this position is \$36.27 to \$39.21/hr. Qualified applicants interested in the position are to visit our website at <https://careers.lakeshore.ca> to view the full job description of the position and to submit your application. The deadline to apply is December 11, 2020 at 9:00 am.

While we appreciate all applications, we acknowledge only those applicants invited for an interview. Candidates selected for an interview will be contacted in January 2021. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.

