

Department:

Community Development

Division:

Planning

Purpose of the Position:

The Planner shall provide professional planning advice and recommendations to Council, members of the Public, property owners, property developers and staff with respect to land use planning and development matters within the Municipality of Port Hope (“Municipality”) in accordance with the Municipal policies, as affected by the Provincial Legislation including Ontario Planning Act, the Municipality’s Official Plan and Zoning By-law 20/2010, as amended. This position will also provide technical support to the Committee of Adjustment.

Responsible to:

Manager, Planning (Direct)

Supervises:None

1.0 RESPONSIBILITIES:

(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements)

- 1.1 Manage all aspects of planning and development applications, including Official Plan amendments, Zoning By-law amendments, consent and minor variances, plans of subdivision, and site plan proposals in compliance with applicable Municipal and Provincial legislation, including documentation of and response to planning applications, notice to the public, summary of recommendations, public meetings, appeals and all other related steps as outlined in the Planning Act. Conduct research on and interpret applicable local and provincial policies and regulations. Prepare recommendations and reports, memoranda, and other technical documents.
- 1.2 Receive and address inquiries (via phone, email, in-person and written correspondence) from applicants, land property owners, residents, property developers, realtors, solicitors, consultants, agencies, community groups, staff etc. regarding Planning issues such as matters related to Zoning compliance (permitted uses and provisions), Planning Act process, feasibility of severance, development potential or development process in the Municipality etc.; provide a response to the inquiry, directly or following an investigation/ research to gather required information, and referencing the Official Plan, Zoning By-laws, Municipal By-laws and any other documents required as resources of information.

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- 1.3 Attend Council, Municipal, COA, Planning Advisory, Heritage Committee and other meetings, some after regular hours of work, presenting Planning recommendations and opinions; act as the planning liaison on Committees as assigned.
- 1.4 Advise and coordinate planning related matters, applications and meetings with applicants, public and private sector third parties and public on behalf of the Municipality including the coordination of pre-consultation meetings with applicants regarding planning and COA applications.
- 1.5 Consult with the Manager, Planning on a regular basis in providing advice and information to the municipal staff, Municipal Council, Development Review Team, Advisory Committees and the public on all aspects of planning operations and procedures.
- 1.6 Under the direction of the Manager, Planning co-ordinate projects or act as department liaison on special projects.
- 1.7 Assist the Manager, Planning with all aspects of the administration of the Corporation's Official Plan, Zoning By-law, Subdivision Review and Site Plan Control processes, including interpretation of Policy and regulations, research, inspections, and enforcement where required.
- 1.8 As designated, responsible for Heritage planning work requirements as follows:
 - 1.8.1 Coordinate the processing of Heritage Permit applications; review Heritage Conservation District guidelines and Heritage Permit applications to ensure completeness. Evaluate Heritage Permit applications for Heritage and Community Improvement Plan incentives.
 - 1.8.2 Coordinate heritage-related special projects, Heritage conservation initiatives and identification of additional financial incentive programs.
 - 1.8.3 Review and comment on technical reports and drawings including Heritage Impact Assessments, Conservation Plans, Landscape Plans, and Heritage Signage Plans.
 - 1.8.4 Coordinate and conduct studies, propose policies, which may include work with consultants, in the preparation and adoption of Heritage Conservation District studies and plans.
 - 1.8.5 Provide project coordination throughout the implementation process of a Heritage Conservation District. Facilitate the internal and external consultation process, public outreach and community education in compliance with the Ontario Heritage Act and other applicable legislation.
 - 1.8.6 Create a short and long-term strategy for the Heritage Planning Program.
- 1.9 Update planning documents, Municipal databases and Geographic Information System (mapping) including updating the Official Plan and Zoning By-law following the approval of an application under the Planning Act.

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1.10 Adhere to high standards of ethical behaviour and demonstrate their understanding that their personal actions impact the public's perception of the Municipality.

1.11 Perform other duties as assigned by the Manager, Planning or designate.

2.0 KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES:

Knowledge

2.1 A University degree in Geography, Environmental, Land use, Urban and Regional Planning or related field (e.g. Diploma in Urban and Regional Planning Technology or equivalent).

2.2 Membership in the Ontario Professional Planner Institute (OPPI) or Canadian Institute of Planners (CIP) or equivalent, preferred.

2.3 Knowledge of the planning field, including technical knowledge in the analysis of land use, policy and development planning

2.4 Membership in the Ontario Association of Committee of Adjustment and Consent Authorities (OACA) would be an asset.

2.5 Experience in a municipal or provincial planning office, working on land-use planning, economic, social or cultural development programs and applications would be an asset.

2.6 A minimum of 2 to 3 years related work experience.

Skills and Abilities

2.7 Proficient in the use of Microsoft Office and GIS software.

2.8 Verbal communication skills including courtesy, tact, explanation, interpretation, counseling, persuasion, and judgment.

2.9 Written communication skills including grammar/spelling skills for proofreading, editing, and writing of reports / correspondence.

2.10 Analytical and problem-solving skills.

2.11 Interpersonal and customer service skills.

2.12 Organizational and time management skills.

2.13 Ability to work independently under time constraints and meet deadlines.

3.0 OTHER:

3.1 Valid and satisfactory 'G' license and access to own vehicle.

3.2 Valid and satisfactory Criminal Record and Judicial Matters Check.

4.0 WORKING CONDITIONS:

4.1 Office environment with some interruptions.

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****NOTE:** Applications will be reviewed on an ongoing basis during the term of the job posting and interviews may be scheduled prior to the job posting closing date.

Employment Terms:

Position:

Full-time, Permanent

Hours:

Thirty-five (35) hours per week

Compensation:

\$59,345.52 - \$69,425.86 per annum

Benefits:

Group Health, Dental and Life Insurance benefit coverage after three months of employment.

OMERS Pension Plan enrolment as of date of hire.

Application process:

Please submit your cover letter and resume on or before **Sunday October 17, 2021** via:

Online at www.porthope.ca / Your Municipal Government / Careers / Click on "View Job Opportunities + Apply Online"

The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.