



## **Community Planner**

Are you looking for a professional challenge? Do you have top notch communication skills, the ability to work on multiple projects, under pressure and with tight deadlines? Do you have a customer-centric attitude and a desire to contribute to initiatives essential to the growth of our community? If so, then the position of Community Planner is just for you! The Township of South Stormont seeks a Community Planner who wants to join our team in one of the busiest and fastest growing municipalities in Eastern Ontario. We are a small, multidisciplinary, and dynamic team, with plenty of opportunity for professional growth and development.

The position of Community Planner assists the Director of Planning and Building with services delivered by the Planning department. The Community Planner prepares legal documents, zoning administration, provides by-law compliance information, completes environmental planning, and supports economic and tourism development within the Township. The Community planner gathers data, planning and statistical information, benchmarks applied by others, and best practices, and integrates this knowledge into their own projects. The Community Planner also provides updates, current information and follow up for the municipal GIS land parcel base maps and data systems for quality assurance. In addition, the Community Planner provides outreach and liaison support to residents, community groups, developers, and commercial interests, and completed special projects as assigned.

### Education Requirements:

- Post Secondary Degree/Diploma in Land Use, Urban Planning, Economic Science, or a related field.
- Extensive knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement.
- Membership or eligibility for full membership in Ontario Professional Planners' Institute.
- Minimum of five (5) years of progressive land use planning policy and/or cultural heritage planning experience.
- Minimum of three (3) years experience in a municipal planning department.

### Skills & Attributes Sought:

- Ability to develop and support effective working relationships within the department, and with external partners.
- Proven skills and ability to analyze, manipulate and present data in a comprehensive and understandable manner.
- Excellent customer service skills.
- Ability to work independently and prioritize multiple projects accordingly.
- Superior forecasting and research skills.
- Flexibility and critical thinking skills.
- Excellent consultation, facilitation, presentation and liaison skills with community groups, organizations, and government bodies.
- Demonstrated ability with MS Office, including database management.

The successful applicant must be available to attend evening/weekend meetings or to work outside of designated normal hours per week. Standard work week is 35 hours.



The 2024 salary range for this position is Pay Grid Level 7, \$76,463 to \$93,060. Applicants without the minimum qualifications may be considered at a lesser rate.

Please address resumes and cover letters to Katie Blackadder, Human Resources Coordinator. The complete position description and submission portal is available on the Township website [www.southstormont.ca/careers](http://www.southstormont.ca/careers). **Deadline for submission is Friday, April 5th, 2024, at 4:30 p.m.**

The Township of South Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.

We thank all applicants however only those selected for an interview will be contacted. This personal information is collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about collection of personal information should be directed to Human Resources.



## Position Description COMMUNITY PLANNER

### Position Information

Position Title:	Community Planner
Department:	Planning
Reports To:	Director of Planning and Building
Hours of Work:	Monday to Friday office hours
Date Completed:	January 21, 2020
Date Revised:	

### Reason for Submission

New Position:	
Change in Responsibilities:	
Other (specify):	Update of all job descriptions

### Position Summary

The Community Planner is responsible for assisting the Director of Planning and Building with services delivered by the Planning department. The position involves preparing legal documents, zoning administration, by-law compliance, environmental planning and supporting economic and tourism development of the Township.

### Key Accountabilities

*Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).*

Accountability Description	Key Performance Indicators
Outreach: <ul style="list-style-type: none"> <li>▪ Develop and maintain a contact network with professionals and counterparts in other municipalities, to gather benchmarking and best practices information/ data, particularly, planning and economic development.</li> <li>▪ Represent the Township with community groups/associations, commercial and business associations/groups, tourism associations, developers, commercial interests and other professionals, as required.</li> <li>▪ Liaise with regulatory officials/agencies in the Planning fields at the federal, provincial and municipal levels.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Liaison with external network and regulatory officials/agencies.</li> </ul>

<p>Operations:</p> <ul style="list-style-type: none"> <li>▪ Assist the Director with procedures, work methods and standards of services delivered by the Planning department.</li> <li>▪ Assist the Director with the identification of best practices for land use planning, land division control and development application reviews, zoning administration, environmental planning, GIS/municipal mapping, by-law compliance, and economic and tourism development for possible application.</li> <li>▪ Collaborate with the Director as required, for the completion, technical support and advice for the department in the review and timely processing of all applications, (i.e., site plan, subdivision/ condominium, Official Plan amendments, zoning By-law amendments, variances, etc.) including site inspections, Committee of Adjustment secretariat duties, etc.</li> <li>▪ Conduct research for correspondence/report writing and preparation of legal documents including court/tribunal proceedings, and materials to implement planning decisions, e.g. site plan agreements, subdivision / condominium agreements, zoning by-law amendments, variances including written opinions on planning and economic matters.</li> <li>▪ Provide technical support and problem-solving assistance on planning matters to the Director, Township staff, Council, developers and property owners.</li> <li>▪ Forward information and corrections related to maintenance and updated information for the municipal GIS land parcel base maps and data systems relating to planning matters.</li> <li>▪ Assist the Director in the development and implementation of a quality assurance program to maintain on time and courteous delivery of services to the public of the highest standard, including follow-up on program feedback and customer complaints.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identification of best practices for planning and economic development.</li> <li>▪ Timely completion of site inspections.</li> <li>▪ Appropriate and accurate research conducted for legal documents/proceedings.</li> <li>▪ Accurate and timely follow up with people submitting planning applications.</li> <li>▪ Timely, accurate information provided to the people seeking assistance with planning processes.</li> </ul>
<p>Management:</p>	<ul style="list-style-type: none"> <li>▪ On-time submission of reports/recommendations.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Provide supervision to direct reports as applicable (i.e. support staff and students) as well as general management of outside suppliers/contractors and ratepayers.</li> <li>▪ Assist the Director in the preparation and submission of the Planning department's annual business plan and budgets.</li> <li>▪ Participate in monitoring of the administrative performance of the department against business plan and budget and present recommendations to the Director for corrective action as required.</li> <li>▪ Develop recommendations to the Director for the Planning department relating to development applications, zoning, variances, new or revised policies, new legislation, etc. consistent with applicable planning documents.</li> <li>▪ Assist the Director with project management, including planning and research studies and economic and tourism development projects such as awarded contracts and other initiatives.</li> <li>▪ Represent the Department as Planner in the absence of the Director.</li> </ul>	
---	--

**Knowledge, Skills & Experience**

*Identify the minimum education and experience required along with required and preferable skills.*

<p><b>Education</b></p>	<ul style="list-style-type: none"> <li>▪ Post Secondary Degree / Diploma in Land Use or Urban Planning or Economic Science or a related field.</li> <li>▪ Extensive knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement.</li> <li>▪ Knowledge and understanding of the social, economic and political dimensions relating to social development.</li> <li>▪ Membership or eligibility for full membership in Ontario Professional Planners' Institute.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Minimum of five years of progressive land use planning policy and/or cultural heritage planning experience.</li> <li>▪ Minimum of three years experience in a municipal planning department.</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>▪ Proven skills and ability to analyze, manipulate and present data in a comprehensive and understandable manner.</li> <li>▪ Superior forecasting and research skills.</li> </ul>



---

	<ul style="list-style-type: none"><li>▪ Excellent consultation, facilitation, presentation and liaison skills with community groups, organizations, and government bodies.</li><li>▪ Demonstrated computer proficiency in the use of MS Office, including database management required.</li></ul>
--	---

**Approvals:**

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: \_\_\_\_\_  
Manager

Approved By: \_\_\_\_\_  
Chief Administrative Officer

Date: \_\_\_\_\_