



Planner

City of Cornwall

📍 100 Water Street East, Cornwall, Ontario K6H 6G4 | On site

👤 1 Position available

📅 Expires on: May 15, 2024

JOB DESCRIPTION

Reporting to the Planning Supervisor, the Planner will review and evaluate development applications as well as prepare Planning reports, resolutions, by-laws and explanatory notes related to assigned files (e.g. consents, minor variances, site plan control and zoning by-law amendments etc.).

Essential Qualifications

Please submit your resume clearly demonstrating how you meet the following qualifications. Please note selection for further consideration will be based on the information you provide in your resume.

- A post secondary degree in Planning or a Planning-related discipline
- Eligible for membership with the Ontario Provincial Planners Institute (OPPI) and the Canadian Institute of Planners (CIP)
- At least 1 year of relevant planning experience.
- General knowledge of the Planning Act, Official Plan, Zoning by-law and Site Plan Control by-laws
- Ability to read, interpret and evaluate technical drawings and reports, prepare response letters, and formulate recommendations to advise decision-makers
- Experience in reviewing and determining Planning applications for all types of proposed developments
- Experience in writing and presenting in public with the proven ability to write technical reports and present applications to the Planning Advisory Committee and Committee of Adjustment
- Strong customer service skills with demonstrated ability to convey the Planning development review process and application requirements to the public, internal staff, external agencies, developers and qualified professionals etc.
- Working knowledge of Microsoft products (Office, 365)

Candidates who have a combination of education, training, and experience equivalent to the essential qualifications listed above may be equally considered.

Desired Knowledge, Skills, and Suitability that candidates may be assessed on:

- Experience working in a municipal environment is considered an asset
- Bilingualism will be considered an asset
- Experience with Geographic Information Systems mapping and Cityview would be considered an asset
- Strong organizational skills and ability to work with tight deadlines and competing priorities

Additional Information

It is a job requirement to travel to various sites throughout the City of Cornwall to perform the Planner job functions.

Duties

- Review, process and approve Site Plan drawing for projects subject to Site Plan Control and other large projects and ensure compliance with Site Plan Control and Zoning By-law.
- Prepare reports on all development applications including Zoning and Official Plan amendments, Severance and Minor Variances, and Plans of Subdivisions for the Planning Advisory

- 📅 Expected start date: June 3, 2024
- 📁 Job type: Permanent / Full-time
- 🕒 Work shifts: Day, Evening
- 🕒 Work schedule: 35.00 hrs/week .
- 💰 Salary: \$40.64 - \$46.66 CAD Hourly
- 👥 Unionized: Yes

Required documents

- ✔️ CV
- ✔️ Cover Letter
- ✔️ Degree

Committee, Council or the Committee of Adjustment.

- Prepare By-laws and other documentation resulting from development applications for approval in accordance with Provincial Regulations; provide Public Notice and preparation for Agendas for the Planning Advisory Committee and other Public Hearings in accordance with the Planning Act Regulations.
- Consult and Co-ordinate with other departments and agencies in respect to planning matters, development applications, special studies and planning documents.
- Participate and provide planning and technical expertise on various City and agency committees; Co-ordination of appeals on planning matters before the Ontario Land Tribunal (OLT) or other Boards and act as an expert witness before the OLT.
- Conducts site inspections for all assigned development applications.
- Research and review pertinent literature and Provincial legislation, attend training, workshops and seminars to enhance the operation on a continuing basis and • Liaises with and advises applicants, developers, area residents and agencies on planning matters and other development application policies/procedures.
- Performs other duties as assigned which are directly related to the major responsibilities of the job.

BENEFITS



Bereavement leave



Personal Leave days



Employee Assistance Program



Minimum three weeks' vacation to start



Benefits plan including medical, dental and vision care



OMERS Pension Plan



Free parking



Mobile phone and plan EPP discount



Municipal Employees Activity Committee



Education Subsidy Program