



## **Planner, Development Review (12-Month Contract) Development Services**

### **Position Summary**

Reporting to the Director, Development Review, this position provides expert land use planning and development advice and oversees a variety of planning assignments. This position reviews and interprets applicable legislation and policies of the Town in order to complete technical evaluation of a full range of development applications. Other responsibilities include preparation and presentation of professional planning advice, research, reports and recommendations to Council.

### **Major Job Responsibilities**

- Evaluate and analyzes a full range of development applications pursuant to the Planning Act
- Analyze planning issues, development applications, and land use studies and evaluates planning and design merits of development applications in order to make sound independent planning recommendations to the Department, the Committee of Adjustment and Town Council
- Experience collecting and compiling, analyzing and interpreting data and documents including provincial, regional and municipal planning policies, guidelines and regulations and identifying and evaluating alternatives and formulating conclusions and recommendations
- Using independent professional judgement, prepares and presents formal and technical reports to Council and Committees of Council based upon the application of established provincial, regional and town policy and sound planning principles
- Develop creative solutions to planning challenges in collaboration with others
- Negotiate and develop agreement in a complex environment of multiple stakeholders in order to resolve conflicts associated with development applications
- Maintain a familiarity with advances and best practices in the professional planning field in order to provide well-informed advice to the Department and Town Council
- Responds to requests for information from developers, consultants, external agencies, elected officials and the public
- Engage the public and other stakeholders in the planning process, and represent the Town's/Department's interests in a variety of public forums
- Build relationships with other Departments based on partnerships and collaboration, aligned with corporate initiatives and priorities
- Facilitate meetings with land owners, internal departments, external agencies and/or elected officials in order to mediate and negotiate successful resolution of policy and technical issues related to development applications
- Act as an expert witness, both preparing and presenting evidence, on complex planning issues before Ontario Land Tribunals, and other administrative tribunals
- Undertake special projects including research, consultation, evaluations and related activities
- Perform site visits/field investigations to gather data relevant to the development review process and/or verify that development projects comply with approved plans

### **Education and Experience**

- University degree in Urban and Regional Planning or related discipline
- Three (3) years' experience working in a private/public planning environment
- Three (3) years' experience working in municipal planning environment in development review capacity preferred

### **Certificates and Designations**

- Provisional membership in the Canadian Institute of Planners/Ontario Professional Planners Institute (MCIP). The successful candidate must possess or be eligible for full membership in CIP/OPPI
- Full membership in the Canadian Institute of Planners (MCIP) is preferred
- Certification as Registered Professional Planner (RPP) is preferred

### **Additional Job Skills**

- Extensive and thorough knowledge of the Planning Act, Provincial policies and Plans, the Official Plan, Zoning by-laws and the Development Review Process, as well as current regulations and evolving planning policy trends
- Strong analytical skills and creative problem-solving skills
- Strong mediation, negotiation and conflict resolution skills to achieve improved planning outcomes in negotiations with land owners, internal departments and external agencies
- Highly developed presentation skills and interpersonal skills, with the ability to communicate both verbally and in writing at all levels of the organization, and with elected officials and the general public
- Demonstrated ability to effectively represent the Department, maintain internal and external relationships, and work with community and special interest groups, the general public, developers and elected officials
- Excellent oral and written communication skills for preparing and presenting planning reports and projects and simplifying complex planning issues in a way that the general public can easily comprehend
- Excellent project management and public consultation skills
- Strong organizational skills and ability to work with multiple deadlines and multiple project assignments
- Proficient in Windows based software including Microsoft applications
- Experience using ArcView GIS and AMANDA software is preferred
- A valid "G" Ontario driver's license with satisfactory driving record

**Salary Range:** \$84,493 - \$105,615 (based on 35-hour work week)

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Current Employment Opportunities section. The job posting closes at 12:00 am on February 10, 2025. **Interested applicants, please ensure to apply by 11:59 pm on February 9, 2025.**

**Internal Applicants:** If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

### **About Milton**

The Town of Milton offers an opportunity to participate in a hybrid remote work from home program.

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for [Milton 2051](#): a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.