



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"> ▪ 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. ▪ Represent the Township with community groups/associations, commercial and business associations/groups, tourism associations, developers, commercial interests and other professionals, as required. ▪ Liaise with regulatory officials/agencies in the Planning fields at the federal, provincial and municipal levels. 	<ul style="list-style-type: none"> ▪ Liaison with external network and regulatory officials/agencies.

<p>Operations:</p> <ul style="list-style-type: none"> ▪ Assist the Director with procedures, work methods and standards of services delivered by the Planning department. ▪ 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. ▪ 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. ▪ 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. ▪ Provide technical support and problem-solving assistance on planning matters to the Director, Township staff, Council, developers and property owners. ▪ 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. ▪ 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. 	<ul style="list-style-type: none"> ▪ Identification of best practices for planning and economic development. ▪ Timely completion of site inspections. ▪ Appropriate and accurate research conducted for legal documents/proceedings.
<p>Management:</p>	<ul style="list-style-type: none"> ▪ On-time submission of reports/recommendations.

<ul style="list-style-type: none"> ▪ Provide supervision to direct reports as applicable (i.e. support staff and students) as well as general management of outside suppliers/contractors and ratepayers. ▪ Assist the Director in the preparation and submission of the Planning department's annual business plan and budgets. ▪ 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. ▪ 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. ▪ Assist the Director with project management, including planning and research studies and economic and tourism development projects such as awarded contracts and other initiatives. ▪ Represent the Department as Planner in the absence of the Director. 	
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Knowledge, Skills & Experience

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

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

