

Position Title: Planner

Department: Planning

Reports To: Senior Planner

Purpose

To provide basic planning research, data collection and development review to support County planning and development goals.

Responsibilities

Undertake Basic Planning Duties

- Provides technical support and comments to local municipalities on applications including; consents, minor variances, zoning by-laws or amendments, and site plans, with respect to County Official Plan conformity and provincial policy, as required under Municipal Plan Review.
- Coordinates comments from internal departments under the County's internal 'One Window' Planning process.
- Provides advice and comments to the Niagara Escarpment Commission on development permit applications.
- Provides on-going planning advisory service to local municipal Councils, local planners, planning consultants, and the public regarding interpretation of County Official Plan policy, provincial policy and regulations.
- Reviews and provides advice on confidential pre-submission development inquiries from the public or the development industry.
- Reviews studies and reports prepared by others in support of development applications (i.e. Environmental Impact Studies, Planning Justification Reports, etc.).
- Undertakes basic planning research at the request of the Senior Planner or Director and prepares draft reports or discussion papers.
- Makes planning presentations to Committee of the Whole respecting development and planning policy matters.
- Represents the County and/or gives planning evidence at various judicial/quasi-judicial tribunals.
- Attends and make planning presentations respecting development and land use

matters to local Councils, Committees, and the public.

- Represents the County by attending special interest and advisory committees.
- Conducts site inspections.
- Engages the public on planning matters, both related to development applications, but also furthering public knowledge and understanding of planning.

Other Duties

- Provides support on County forestry, trail, or agriculture matters.
- Maintains skills at a high level through courses, seminars and selected reading, as per the Ontario Professional Planners Institute's Continuous Professional Learning requirements.
- Responsible, as an employee, for occupational health and safety.
- Performs other related duties as assigned by the Senior Planner or Director of Planning and Development.

Working Conditions

Usual hours of work are thirty-five (35) per week, Monday to Friday. Overtime can be expected to deal with the demands of the position, such as evening meetings that are convened for the public and committees' convenience, plus normal operational and statutory deadlines and peak periods.

There is risk to the prospects of emotionally loaded, hostile situations that arise from planning and development recommendation and policies, which must be confronted tactfully and professionally.

Occasional site visits to planning development sites are required. Must have a personal automobile available for travel.

Contacts

Internal Working Relationships

Discusses plans, priorities and receives general policy direction from Senior Planner and Director. Works with staff in other County Departments (Transportation Services, Clerks, Housing, Paramedic Services, Information Technology, etc.). Prepares and presents reports to Committee of the Whole.

External Working Relationships

Staff of Provincial Ministries, including Conservation Authorities and the Niagara Escarpment Commission, staff of local municipalities, Quasi-Judicial Boards, solicitors, consultants, developers and the general public.

Knowledge and Skill

- Degree in Urban and Regional Planning or related field (e.g. Geography, Environmental Resource Studies, etc.).
- Eligible for membership in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI) and is progressing towards the Registered Professional Planner (RPP) designation.
- Practical knowledge of community, rural, environmental, and recreational planning principles and concepts.
- Basic understanding of planning legislation and processes.
- Ability to respect confidentiality, and to communicate effectively and courteously with staff, external government agencies/authorities, elected officials, the development community, and the general public.
- Good organizational, problem-solving, writing, communication, presentation, and public speaking skills.
- Proficiency in Microsoft Office products, particularly Word, Excel, Outlook, and PowerPoint.
- Working knowledge in Geographic Information Systems software or web applications.

Impact of Error

Judgement errors could cause potential harm to the public image through failure to exercise diplomacy when dealing with the public or government officials. Errors in judgement, miscommunication and breach of confidentiality would result in unfavourable relations between staff, council, the development industry, and the public and a loss of trust in the County's planning approval system. A misinterpretation of County policies or provincial guidelines could directly impact public safety or the natural environment.

Technical errors could lead to higher legal and administration costs, including litigation and tribunal costs.