



### **Position Synopsis and Purpose**

(A position overview and how it connects to the big picture)

Reporting to the Manager, Community Planning and Design, this position is responsible for planning application, research, analysis, review and authoring of reports and recommendations to Council and Committee of Adjustment on matters relating to the Township's land use policy, development applications, rezoning, site plans, consents, minor variances and urban design matters and for reviewing and making recommendations on policy initiatives of senior levels of government.

The Intermediate Planner works as a member of the Growth and Sustainability Department to achieve the Municipality's land use and growth objectives and that often requires an intermediate level of professional planning experience of intermediate complexity and variety.



### **Major Responsibilities**

(What this position does and how they allocate their time)

<b>Description</b>	<b>Approx. Time Spent (%)</b>
<b>Administration</b> <ul style="list-style-type: none"> <li>As assigned by the Manager, Community Planning and Design, lead and manage the development of land use and community planning policy, designing planning policy process and undertaking specialized research on planning issues from problem identification to implementation planning.</li> <li>Identify key issues and research and analyze planning policy, such as growth management, natural heritage, infrastructure, economic development, aggregates, climate change and agriculture.</li> <li>Define problems and identify viable options and possible solutions.</li> <li>Relate activities in one area to others and assess potential for the integration of ideas. Integrate diverse ideas, issues and observations into a simple, clear and useful analysis and/or presentation resulting in an independent professional opinion report/letter/document.</li> <li>Assist with issues relative to the Municipality's policy role, ensuring technical work is scoped to include all issues from problem identification to implementation planning.</li> <li>Effectively manage and engage stakeholders in intermediate level planning issues.</li> <li>Consult, liaise and coordinate comments on technical work, legislation, issues, new plans and guideline documents.</li> </ul>	30%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> <li>• Contribute to the development of department strategies, policies and objectives.</li> <li>• Manage the work of project which could include, community advisory teams, Council committees/advisory groups, task forces, monitoring quality of work and services provided and ensuring deliverables are met.</li> <li>• Assist the other departments with their work program, providing expertise and planning consulting for their projects.</li> <li>• Provide planning or technical assistance to other departments.</li> <li>• Develop consultation and engagement plans for review of proposed Municipal policy with internal/external stakeholders, area planners, community organizations, and other agencies.</li> <li>• Implement consultation plans to ensure all stakeholders are incorporated into process.</li> <li>• Identify and address issues raised by stakeholders, including response(s) to stakeholders. Lead review of specialized policies, guidelines and standards to ensure conformity with applicable legislation and policy. Assess and analyze these matters to develop recommended implementation through the Official Plan, Regional policies, guidelines, standards and programs</li> <li>• Advise on additional specialized expertise research required, based on knowledge and experience in planning policy, legislation, standards and circumstances.</li> <li>• Review terms of reference for specialized expertise research, to ensure key issues are addressed, and quality and conformity of work, signing off on adequacy of specialized expertise.</li> <li>• Provide specialized comments to internal and external stakeholders, as well as applicants on planning policy, interpretation of policy and implementation of policy. Represent the Municipality on Technical Committees.</li> <li>• Maintains liaisons and partnerships with area planners and staff of relevant agencies.</li> <li>• Conducts public meetings and open houses, analyzes input, identifies and recommends revisions/changes/updates.</li> </ul>	
<p><b>Policies/Programs/Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Assess all pertinent information in Planning/ Development Applications and prepare reports and recommendations for the consideration of Committee, Council and Committee of Adjustment and carry out on-going consultation with applicants, and undertake public consultation as required including statutory public notification.</li> <li>• Participate in Corporate teams in the review of issues and establishment of positions and strategies on matters of department and corporate interest and represent the Department or Township on external project teams and committees.</li> <li>• Undertake, coordinate or review studies, research projects and data analysis relating to land use. Prepare reports and recommendations for the consideration of Committee and Council.</li> </ul>	60%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> <li>• Prepares and presents reports to Standing Committee and Council for approval and implementation.</li> <li>• Make presentations on planning matters at, public information centres, open houses and meetings of standing committees of Council.</li> <li>• Manage the activities of consultants carrying out work related to intermediate level planning studies.</li> <li>• Provide planning advice and respond to inquiries from the public, development industry, various levels of government, media, staff, applicants and elected officials with respect to planning matters and issues.</li> <li>• Assist with customer service by providing zoning and planning assistance at the front counter, telephone and over email.</li> <li>• Provide zoning review for development applications and provide backfill for zoning reviews related to building permits.</li> <li>• Provide GIS Mapping support to the Department and at times other departments.</li> </ul>	
<b>Human Resource Management/Organizational Effectiveness</b> <ul style="list-style-type: none"> <li>• Provides technical expertise, advice and guidance to support project activities.</li> <li>• Provides functional guidance to staff and contractors, providing work direction, assigning tasks/projects, determining methods and procedures to be used, resolving problems, and ensuring results are achieved.</li> <li>• Provides guidance and support to Department staff relating to land supply, growth management, data and information management relating to policy performance and growth indicators.</li> </ul>	5%
<b>Other</b> <ul style="list-style-type: none"> <li>• Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.</li> </ul>	5%

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



### Required Training

(Description of training required in order to perform the major responsibilities)

\*Attends training, workshops and seminars where appropriate and as required



### **Minimum Qualifications** (Absolutely cannot do without)

#### **Education (degree/diploma/certifications)**

- Bachelor's degree in Environmental Science, Geography or Planning related field

#### **Experience**

- A minimum of 2 years' experience directly in Planning.

#### **Knowledge/Skill/Ability**

- Problem Solving Skills
- Independent working ability
- Timeliness
- Ability to think outside the box/creativity
- Organized



### **Preferred Qualifications** (The Ideal Candidate)

#### **Education (degree/diploma/certifications)**

- 4-year post-secondary degree in Planning from a CIP accredited planning program.

#### **Experience**

- Full or Candidate membership in the Canadian Institute of Planners and OPPI in good standing.
- Registered Professional Planner accreditation in good standing or pursuing membership.

#### **Knowledge/Skill/Ability**

- Sound knowledge of the Planning Act and Regulations, Provincial policies, plans and guidelines, Official Plan, Growth Management, Regional and Local planning policies, infrastructure planning and environmental assessments.
- Knowledge of project management norms and practices.
- Ability to lead the procurement of consultants, management of consultant's work and staff, and financial accountability for project budget for consultant assignment.
- Intermediate mapping ability in ArcGIS Pro.  
Knowledge of two years' experience with specialized planning studies such as, but not limited to: archaeology, noise, agricultural impact assessment, minimum distance separation from agricultural operations, hydrogeological studies, environment and natural heritage (creeks, streams, forest, lakes, birds, bees, Species at Risk etc.) is preferred.



## Work Setting (Description of the work environment & nature of people interactions)

### Contacts

Frequency Legend
<b>Constant</b> – every day for most of the day
<b>Frequent</b> – daily
<b>Regular</b> – weekly
<b>Occasional</b> – bi-weekly to monthly

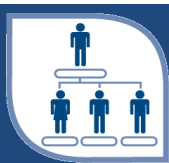
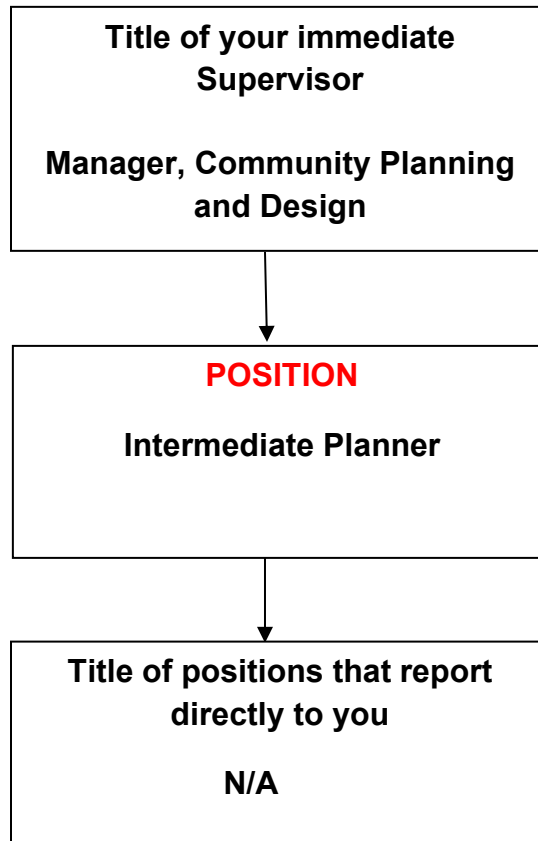
Contact	Frequency	Nature of Interaction
Senior Planner	Frequent	Policy Discussions, Development applications
Planner	Frequent	Mapping, Committee of Adjustment,
Manager	Frequent	Information sharing, policy discussions
Director	Regular	Information sharing, direction
Building Department	Frequent	Building permit applications and development applications
Regional Development Planner	Regular	Natural Heritage + Policy discussions
NPCA Planner	Regular	Pre-consultation meetings
Outside Agencies (OMAFRA, MOECP etc.)	Occasional	Official Plan Policy and Zoning Regulations
General Public	Constant	Proposed and ongoing development applications and zoning/ OP policy
Developers/Consultants	Constant	Proposed and ongoing development applications

### Hours of Work

- 9 am to 4:30 pm, Monday to Friday, 1/2-hour unpaid lunch. Overtime on occasion to attend Committee and/or Council Meetings. Some travel may be required to attend on-site meetings and/or attend meetings outside of the office. Working in an Office Environment.

## Organizational Chart

List the reporting relationship of this position to others within the immediate department.



### Position Classification (Where this position fits)

<b>Position Title:</b> Intermediate Planner	<b>Division:</b> Planning
<b>Department:</b> Growth and Sustainability	<b>Classification:</b> Band 9 – Non-Union Wage Grid
<b>Work Location:</b> Office/Field	<b>Reports to (Direct):</b> Manager, Community Planning and Design
<b>Position(s) Supervised Directly:</b> N/A	<b>Position(s) Supervised Indirectly:</b> N/A
<b>Effective Date:</b> August 2025	<b>Revision Date:</b> January 2026
<b>Salary Range:</b> \$44.55 – \$54.62/hr (2026)	<b>Hours per Week:</b> 35 hrs