

Planner II



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

Reporting to the Director of Planning and Development Services, this position is responsible for planning studies, research, analysis, preparation and authoring of reports and recommendations to Council on matters relating to the Township's land use policy, development applications, Official Plan amendments, rezoning, site plans, subdivision applications, and urban design matters and for reviewing and making recommendations on policy initiatives of senior levels of government. Works as a member of the Planning & Development Department to achieve the Municipality's land use and growth objectives and that often requires advanced professional planning experience of high complexity and variety. The Planner II may also fill the role of Acting Director of Planning and Development Services in the absence of the Director.



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


Description	Approx. Time Spent (%)
<p>Administration</p> <ul style="list-style-type: none"> As assigned by the Director, leads and manages the development of more complex and politically sensitive land use and community planning policy, designing planning policy process and undertaking specialized research on planning issues from problem identification to implementation planning. Identifies key issues and researches and analyzes planning policy, such as growth management, natural heritage, infrastructure, economic development, aggregates, and agriculture. Define problems and identify viable options and possible solutions. 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. Leads major initiatives using best practices in planning and project management and recommending defensible decisions. Manages issues relative to the Municipality's policy role, ensuring technical work is scoped to include all issues from problem identification to implementation planning. Effectively manages and engages stakeholders in complex issues. Consults, liaises and coordinates comments on technical work, legislation, issues, new plans and guideline documents. 	50%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Contributes to the development of department strategies, policies and objectives. • Manages the work of project which could include staff teams, community advisory teams, Council committees/advisory groups, task forces, monitoring quality of work and services provided and ensuring deliverables are met. • Assists the other departments with their work program, providing expertise and planning consulting for their projects. • Provides planning or technical assistance to other departments. • Undertakes duties of the Director during absence and as requested. • Develops consultation and engagement plans for review of proposed Municipal policy with internal/external stakeholders, area planners, community organizations, and other agencies. • Implements consultation plans to ensure all stakeholders are incorporated into process. • Identifies and addresses issues raised by stakeholders, including response(s) to stakeholders. Leads review of specialized policies, guidelines and standards to ensure conformity with the Regional Official Plan, provincial legislation, federal legislation, and provincial plans under the Ontario Planning Act. Assesses and analyzes these matters to develop recommended implementation through the Official Plan, Regional policies, guidelines, standards and programs • Advises on additional specialized expertise research required, based on knowledge and experience in planning policy, legislation, standards and circumstances. • Reviews 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. • Provides specialized comments to internal and external stakeholders, as well as applicants on planning policy, interpretation of policy and implementation of policy. Represents the Municipality on Technical Committees (e.g. Source Protection Committee; State of Aggregate Resource Committee as assigned). • Maintains liaisons and partnerships with area planners and staff of relevant agencies. • Conducts public meetings and open houses, analyzes input, identifies and recommends revisions/changes/updates. 	
<p>Policies/Programs/Service Delivery</p> <ul style="list-style-type: none"> • Assess all pertinent information in Official Plan Amendments and Planning/ Development Applications and prepare reports and recommendations for the consideration of Committee and Council, carry out on-going consultation with applicants, and undertake public consultation as required including statutory public notification. 	35%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Participate in and lead Department and 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. • Undertake, coordinate or review studies, research projects and data analysis relating to land use, environmental assessments, delegated approvals, secondary plans, feasibility and market studies, demographics and other statistical analysis related to land use policy issues, including agency circulation, public consultation and monitoring of status. Prepare reports and recommendations for the consideration of Committee and Council. • Prepares and presents reports to Standing Committee and Council for approval and implementation. • Prepares and gives expert independent planning opinion at hearings. Attends review meetings with the Municipality's legal counsel to provide background information on litigations, attending pre-hearings and other legal hearings, resulting from planning studies and applications as required. Provides advice to legal counsel during hearing. Leads the policy planning customer service to local residents and applicants. • Make presentations on planning matters at, public information centres, open houses and meetings of standing committees of Council. • Manage the activities of consultants carrying out work related to planning studies. • 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. • Appear before the Local Planning Appeals Tribunal (formerly Ontario Municipal Board) and other tribunals to give expert evidence on the Municipality's behalf as it relates to planning matters. 	
<p>Financial Management</p> <ul style="list-style-type: none"> • Assists with departmental budget review, obtain quotes and manage projects with financial components. 	2%
<p>Human Resource Management/Organizational Effectiveness</p> <ul style="list-style-type: none"> • Manages contract staff activities, monitoring quality of work and services provided and ensuring deliverables are met. • Provides technical expertise, advice and guidance to support project activities. • 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. 	8%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> Manages specialized consultants (planners, urban designers, scientists, engineers, economists, etc.) on policy planning projects. Provides guidance and support to Department staff relating to land supply, growth management, data and information management relating to policy performance and growth indicators. 	
<p>Other</p> <ul style="list-style-type: none"> Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons. 	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 Degree in Environmental Science, Geography or Planning related field
- Master’s Degree in Planning

Experience

- 4-5 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.
 - Master's degree in Planning from a CIP accredited planning program is preferred.
- Knowledge.

Experience

- A minimum of five years of progressively responsible, relevant municipal planning experience.
- Full membership in the Canadian Institute of Planners and OPPI in good standing.
- Registered Professional Planner accreditation in good standing.

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.
- Qualified as an expert in planning to provide independent professional opinion before tribunals is preferred.

Knowledge of and five years' experience with specialized planning studies such as, but not limited to: archaeology, noise, agricultural impact assessment, traffic impact studies, site servicing studies, 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
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Planner II	Frequent	Policy Discussions, Development applications
Planner I	Frequent	Mapping, Committee of Adjustment,
Director	Frequent	Information sharing, policy discussions
Building Department	Frequent	Building permit applications and development applications

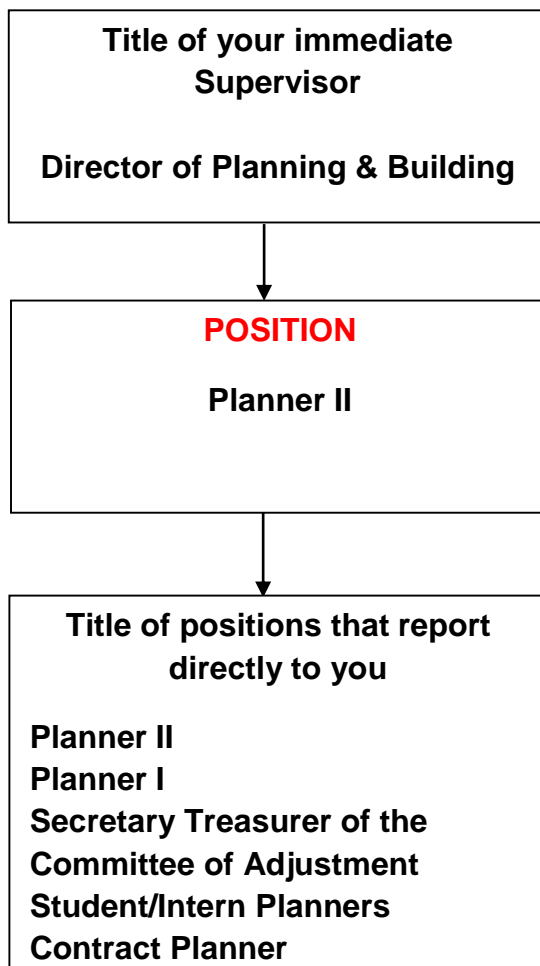
Contact	Frequency	Nature of Interaction
Regional Development Planner	Regular	Pre-consultation Meetings + Policy discussions
NPCA Planner	Regular	Pre-consultation meetings
Outside Agencies (OMAFRA, MOE etc.)	Occasional	Official Plan Policy and Zoning Regulations
General Public	Constant	Proposed and ongoing development applications and zoning/ OP policy
Developers/Consultants	Constant	Proposed and ongoing development applications

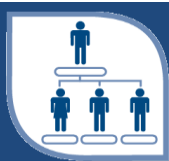
Hours of Work

- 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 meeting 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)

Position Title: Planner II	Division: Planning
Department: Planning & Building	Classification: 10
Work Location: Office/Home/Field	Reports to (Direct): Director of Planning & Building
Position(s) Supervised Directly: NA (Acting Director over 8 staff members when Director is away)	Position(s) Supervised Indirectly: 3
Effective Date: November 2021	Revision Date:
Salary Range:	Hours per Week: 35 hrs