

Senior Planner



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

Reporting to the Manager of Community Planning and Design, the Senior Planner will be responsible for conducting comprehensive planning studies, research, and analysis. The successful candidate will prepare reports and provide recommendations to Council on various matters, including land use policy, development applications, Official Plan amendments, rezoning, site plans, subdivision applications, and urban design issues. This position requires advanced planning expertise to manage complex tasks and contribute to the achievement of the Municipality's land use and growth objectives.



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

Description	Approx. Time Spent (%)
Administration <ul style="list-style-type: none"> As assigned by the Manager of Community Planning and Design, lead and manage 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. Identify 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. Lead major initiatives using best practices in planning and project management and recommending defensible decisions. Manage issues relative to the Municipality's policy role, ensuring technical work is scoped to include all issues from problem identification to implementation planning. Effectively manage and engage stakeholders in complex issues. Consult, liaise and coordinate comments on technical work, legislation, issues, new plans and guideline documents. Contribute to the development of department strategies, policies and objectives. 	50%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Manage 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. • Assist the other departments with their work program, providing expertise and planning consulting for their projects. • Provide planning or technical assistance to other departments. • Undertake duties of the Manager during absence and as requested. • Develop consultation and engagement plans for review of proposed Municipal policy with internal/external stakeholders, area planners, community organizations, and other agencies. • Implement consultation plans to ensure all stakeholders are incorporated into process. • Identify and address issues raised by stakeholders, including response(s) to stakeholders. Lead 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. Assess and analyze these matters to develop recommended implementation through the Official Plan, Regional policies, guidelines, standards and programs • Advise on additional specialized expertise research required, based on knowledge and experience in planning policy, legislation, standards and circumstances. • 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. • Provide 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. • Maintain liaisons and partnerships with area planners and staff of relevant agencies. • Conduct public meetings and open houses, analyzes input, identify and recommend 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. • 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. 	35%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • 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. • Prepare and present reports to Standing Committee and Council for approval and implementation. • Prepare and give expert independent planning opinion at hearings. Attend 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. Lead 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 Ontario Land Tribunal and other tribunals to give expert evidence on the Municipality's behalf as it relates to planning matters. 	
Financial Management <ul style="list-style-type: none"> • Assist with departmental budget review, obtain quotes and manage projects with financial components. 	2%
Human Resource Management/Organizational Effectiveness <ul style="list-style-type: none"> • Manage contract staff activities, monitoring quality of work and services provided and ensuring deliverables are met. • Provide technical expertise, advice and guidance to support project activities. • Provide 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. • Manage specialized consultants (planners, urban designers, scientists, engineers, economists, etc.) on policy planning projects. • Provide guidance and support to Department staff relating to land supply, growth management, data and information 	8%

Description	Approx. Time Spent (%)
management relating to policy performance and growth indicators.	
Other <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. • Other duties as required 	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

Experience

- A minimum of 4 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.

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.
- Intermediate mapping ability in ArcGIS Pro.
- 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
Senior Planner	Frequent	Policy Discussions, Development applications
Planner	Frequent	Mapping, Committee of Adjustment,
Manager of Community Planning and Design	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, MOE etc.)	Occasional	Official Plan Policy and Zoning Regulations

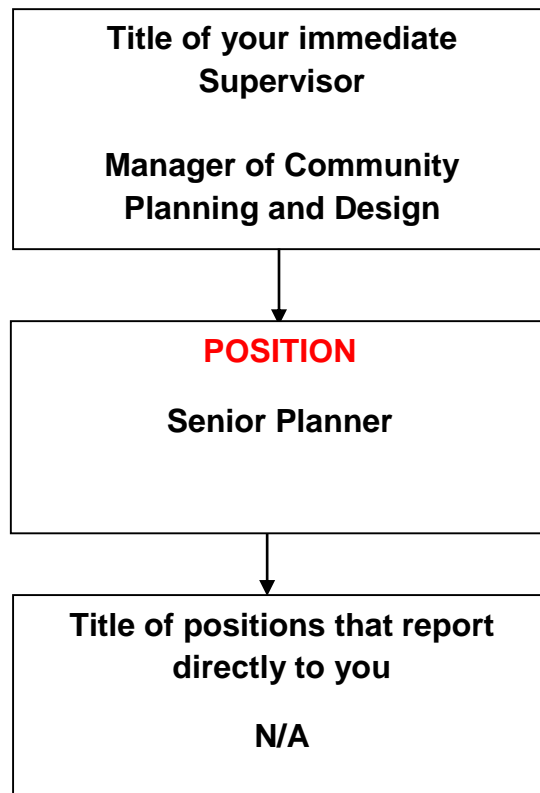
Contact	Frequency	Nature of Interaction
General Public	Constant	Proposed and ongoing development applications and zoning/ OP policy
Developers/Consultants	Constant	Proposed and ongoing development applications

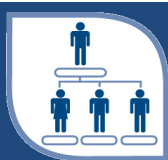
Hours of Work

- 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: Senior Planner	Division: Planning
Department: Growth and Sustainability	Classification: 10
Work Location: Office/Field	Reports to (Direct): Manager of Community Planning and Design
Position(s) Supervised Directly: N/A	Position(s) Supervised Indirectly: N/A
Effective Date:	Revision Date: February 2025
Salary Range:	Hours per Week: 35 hrs