

**Job Posting: #2022-13**

**Job Title: Planner**

Department: Development Services

Reports To: Manager, Development Services

Directly Supervises: None

Indirectly Supervises: Development Services Assistant

Hours per Week: 35

Status: Permanent Full-time

Salary: \$58,366.00 to \$70,944.00 (Pending 2022 Salary Grid)

**Application Due Date: Monday, February 7, 2022**

### Position Summary

This position assists in the review, research, preparation, and implementation of planning, environmental and related policy development including special planning research projects, the preparation of evaluation and commentary on development submissions and reports, and the preparation of materials for public committees and council meetings and the LPAT; coordinate pre-consultation meetings and respond to staff and public inquiries; process routine planning applications; and perform data reporting, collection, maintenance, and technical analysis. This position also functions as Secretary-Treasurer for the Committee of Adjustment, with administrative support from the Development Services Assistant.

### Position Specific Duties and Responsibilities

1. Assist in the review, research, preparation and implementation of planning and related policy documents, overseeing minor projects, where requested.
2. Participates in the coordination and review of planning/development applications, zoning and land enquiries, site plans and Committee of Adjustment applications.
3. Coordinate pre-consultation meetings with affected departments and agencies for planning applications; arrange statutory or other public meetings and open houses on planning and related proposals, as required.
4. Prepare appropriate documentation for public meetings, committees, council meetings and the LPAT, as required; organize and circulate statutory notices; complete all required paperwork and respond to comments and questions.
5. Participate in preparation and development of special projects, policy & research reports, studies, GIS mapping and provides input on annual budget, as required.
6. Participate as a team member on planning and environmental issues, data information management, maintenance of the Records Management program related to opening planning files and updating records.
7. Assist with the preparation and maintenance of statistical database related to planning applications and activities.
8. Conduct basic planning related research, surveys, field work, assist in the analysis of data and in the preparation of statistics, forecasts, etc.

9. Assist with the monitoring of the Subdivision, Condominium, Site Plan and other Agreements, including tracking of the fulfillment of obligations, securities, insurance and certificates required under any agreement.
10. Receive, evaluate and administer applications and permit issuance for heritage and sign permits, in accordance with the Heritage Conservation District Plan & Guidelines and Municipal Sign By-law.
11. Keep informed on demographic, social, economic, regulatory and relevant policy conditions by researching and networking with other professionals.
12. Acts as Secretary-Treasurer to the Municipal Committee of Adjustment.

### General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

### Required Certifications and/or Health and Safety Requirements

1. Valid Class G Driver's License, in good standing.

### Education, Skills and Experience

1. Degree in planning, environmental science or related discipline and eligible for membership in Canadian Institute of Planners.
2. Minimum 1 year of planning experience preferably in a municipal environment.
3. Understanding of basic land use planning and environmental techniques, applications and processes.
4. Understanding of applicable legislation/acts/regulations, local and provincial government functions/responsibilities and associated agencies as they relate to the planning and environmental processes.
5. Knowledge of community involvement techniques and facilitation experience is desirable.
6. Proficiency in Microsoft Windows, Office and statistical database applications.
7. Excellent communication (written, oral and interpersonal), technical research methodology, organizational, analytical, report-writing, problem-solving, time management, database management, interpersonal, negotiation and conflict resolution skills.

## Physical Demands and Working Conditions

- Physical demand requires considerable sitting, computer usage and visual concentration. Working conditions are in a standard office environment with exposure to verbal criticism from the public. Job will involve some travel.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required.

## Contacts and Interactions

- Communicates regularly with with municipal staff, developers, government agencies, Solicitors and the general public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2022-13 by Monday, February 7, 2022 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).