



Job Title:	Planner (Full-Time 37.5 hrs per week)
Last Revised:	August 21, 2018
Department:	Building, By-law & Planning Services
Reports to:	Director of Building, By-law & Planning Services

PURPOSE OF THE POSITION:

Under the direction of the Director of Building, By-law and Planning, the Planner will be responsible in dealing with zoning request, site plan and subdivision inquires and all relevant planning development analysis. The incumbent will ensure that safety, quality and efficiency are considered in the planning process, and ensure follow up on on-going projects. The Township’s Planner also manages and enforces the land use and community improvement planning programs administered under the Planning Act. The planner will make long and short term plans/goals about the use of land in Township while keeping in mind the future needs of the Township’s population and determining the best way to use the Township’s land and resources.

KEY DUTIES AND RESPONSIBILITIES:

- Processes applications for zoning by-law amendments, official plan amendments and minor variances.
- Prepares appropriate circulation lists or newspaper/website advertisements for planning applications and ensures that proper notices are forwarded within the specified time frames under the Planning Act.
- Prepares studies and reports on planning related issues for Council’s consideration.
- Provides planning information related to land use planning matters and pertinent legislation to the Director, Committees, Council, staff and the general public.
- Attend meetings, Planning Advisory Committees, and other committees as required to develop and present reports and recommendations, make observations and respond to questions on behalf of the Department.
- Represents the Township on provincial committees dealing with planning matters as required
- Completes site inspections, when necessary, of any property that is the subject of planning applications.
- Resource person for all severance inquiries and applications which involves:
 - a. evaluating the proposal and suggesting possible actions,
 - b. preparing reports on the applications,
 - c. forwarding applications to Council with recommendations,
 - d. forwarding suggested responses to the United Counties of Stormont, Dundas & Glengarry.

- Provides liaison between developers, their agents and ministry officials and Council.
- Prepares site plan control agreements and coordinates the review of site plans with internal departments and outside agencies.
- Administers all subdivision agreements which involves:
 - a. guiding through pre-consultation process at municipal level,
 - b. coordinating responses from Township staff and consultants and forwarding a recommendation to Council outlining probable conditions of approval,
 - c. coordinating public meetings as required under the Planning Act,
 - d. prepares Notice of Public Meetings,
 - e. forwarding municipal response and all necessary documentation to the United Counties of Stormont, Dundas & Glengarry,
 - f. when draft conditions are received:
 - i. prepares draft subdivision agreement incorporating the requirements of the draft condition,
 - ii. revises the draft agreement as required to reflect issues as agreed by the developer and Council,
 - iii. when all conditions of draft approval have been met, all agencies have responded indicating agreement is in order, and Council has approved the final subdivision agreement, forwards a letter to the United Counties of Stormont, Dundas & Glengarry outlining how all of the conditions are met,
 - iv. forwards the subdivision agreement to the Township's solicitor for registration immediately after the Plan of Subdivision is registered.
- Responsible with the Chief Building Official, for completion of Compliance reports for zoning and building matters.
- Administers and enforces land use planning procedures and policies.
- Key staff resource to the Director, Council and Committee of Adjustment on planning matters which may involve the preparation of agendas, minutes and staff reports and attends Council meetings as required.
- Represents Council before the Courts, the Ontario Municipal Board and other hearings pertaining to land use development.
- Administers, monitors and enforces the Township's Official Plan, Zoning By-law, site plan control and subdivision agreements, including the processing of complaints, violations and court appearances.
- Responsible for leading the development review of the new Official Plan and Zoning By-law for the Township.
- Along with the Chief Building Official, be in charge of the civic number distribution system by updating the GIS and other agencies of new issued civic numbers as per the United Counties of Stormont, Dundas & Glengarry grid system.
- Updating the GIS system for all Severances, Zoning Amendments, and other changes.
- Perform other related duties as assigned by the Director when required.

POSITION QUALIFICATIONS:

- A post-secondary education in Planning or Geography or other related field.
- Must have a minimum of 3 years of related experience.

- Member or eligible to become a member of the Canadian Institute of Planners and the Ontario Professional Planners Institute.
- Advance knowledge and understanding of the Planning Act and related legislation and regulations as they apply to the Planning Department.
- Advanced knowledge of office software, including, Word, PowerPoint, Excel and Outlook.
- Experience with GIS is an asset.
- Ability to analyze planning matters, identify potential problems and problem solve and respond appropriately in pressure situations with a calm demeanor.
- Ability to work as part of a team, manage time effectively in order to work on a number of projects and tasks simultaneously, and prioritizing accordingly.
- Experience in a municipal environment preferred with a working knowledge of the administrative requirements of the planning regulations.
- Ability to interact effectively and courteously with all levels of staff and contacts in a customer service focused environment; build cooperative, collaborative working relationships with internal and external customers.

OTHER REQUIREMENTS:

- Willingness to work flexible hours as required including some evenings.
- Constant internal and external deadlines with peak period demands and constant deadlines for providing notices to the public.
- It is not unusual to have significant issues arise unexpectedly requiring immediate turn-around times by senior staff.
- Excellent communication skills and research and report writing skills.
- Demonstrate interpersonal skills to interact with management, staff, committee members, and the general public.
- Ability to speak in public and conduct presentations.
- Positive, inclusive approach to project development and implementation;
- High level of integrity, confidentiality and accountability.
- Must be able to work with minimal supervision.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.

NORTH GLENGARRY

Ontario's Celtic Heartland

EMPLOYMENT OPPORTUNITY

JOB TITLE: Planner
JOB TYPE: Full-Time 37.5 hrs per week
SALARY: \$70,362 to \$82,715 annually (2021 rates of pay)
WORK LOCATION: 90 Main Street South, Alexandria, ON
DEPARTMENT: Building, By-law & Planning Services
REPORTS TO: Director of Building, By-law & Planning Services
CLOSING DATE: January 21, 2022 (4:00 pm)

JOB SUMMARY:

Under the direction of the Director of Building, By-law and Planning, the Planner will be responsible in dealing with zoning request, site plan and subdivision inquires and all relevant planning development analysis. The incumbent will ensure that safety, quality and efficiency are considered in the planning process, and ensure follow up on on-going projects. The Township's Planner also manages and enforces the land use and community improvement planning programs administered under the Planning Act. The planner will make long and short term plans/goals about the use of land in Township while keeping in mind the future needs of the Township's population and determining the best way to use the Township's land and resources.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence;

Via email at: jacob@northglengarry.ca

or

In person at: 90 Main Street South, Alexandria, ON
in a sealed envelope (cc: Jacob Rheaume, CBO)

The Township of North Glengarry is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The Township encourages applications from all qualified individuals.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.