

Department: Development and Government Relations

Division: Development

Supervises: Planner, Planning Technician

Position Objective/Summary

Under the direction of the Manager of Planning, the Senior Planner will primarily be responsible for the interpretation, preparation and formulation of planning policies, by-law provisions and reports on planning matters in accordance with sound planning practice and policies. As well, the Senior Planner will guide development proposals through the municipal approvals process; to liaise with provincial and regional government agencies; and to generate solutions to planning and development issues.

Duties & Responsibilities

The duties listed are not meant to provide a description of each and every job performed but only those which represent the core functions of the job.

- Evaluates all development proposals including, but not limited to, official plan and zoning by-law amendments, subdivision and condominium plans, consent to sever, minor variance and site plans.
- Evaluates land use policy matters.
- Prepares reports on issues arising from development proposals and land use policy issues.
- Provides comment on City proposals to dispose of surplus lands.
- Recommends solutions to proponents, the Manager, Director and Council, presents reports to Committee of Adjustment, Council, and others as required.
- Negotiates with developers and individuals to resolve issues concerning property acquisition and sales (floodplain, park dedication, drainage courses, easements), conditions of approvals, special conditions to be imposed in agreements, and the settlement of objections or appeals to City policies and By-laws.
- Develops and manages public consultation processes for land development and land use policy matters and conducts public meetings.
- Prepares Official Plan and Zoning By-law Amendments, subdivision agreements, site plan agreements, development agreements, pre servicing agreements, and authorizing by-laws.
- Attends and provides expert testimony at OLT hearings as required.
- Coordinates and participates in studies and planning projects with other agencies and other municipalities; develops and recommends solutions to inter-agency problems; recommends the retention of consultants and provides direction to consultants retained by the City as required.
- Acts for the Manager of Planning in their absence or conflict.

- Assists in the supervision of the Planning Technician/Secretary Treasurer and Planner and by checking completed assignments and duties.
- Supervises the processing and responding to all lawyers' letters and zoning compliance certificates by the Planning Technician/Clerk.
- Ensures compliance with zoning by-laws and planning proposals.
- Ensures that all records, plans, and files respecting planning applications by the Planning Technician are complete, accurate and stored accordingly.
- Ensures Official Plan compliance with Provincial and Regional policy documents, as well as leading compliance reviews.
- Evaluates land use policy matters, including Secondary Plans, Special Policy Areas, and Special Projects.
- Monitors growth forecasts and evaluates the City's intensification targets.
- Responsible for the regular review of Community Improvement Programs, as well as their implementation.
- Coordinates and participates in studies and planning projects with other agencies and other municipalities; develops and recommends solutions to inter-agency problems; recommends the retention of consultants and provides direction to consultants retained by the City as required.
- Work in conjunction with Economic Development to develop potential opportunities.
- All other duties as assigned

Work Schedule

8:30-4:30, will be required to attend meetings after regular working hours as required.

Education

- A University Degree in Urban Planning, or related discipline, preferably at the Masters level.

Experience

- Seven (7) years experience in Municipal Planning and Development of which some experience must be in a supervisory capacity.
- Current certification in the Province of Ontario as a Registered Professional Planner. Membership in OPPI/CIP is required.

Knowledge

- Excellent written and verbal communication skills.
- Understand and manage high profile, sensitive or controversial political situations. Effective and persuasive leadership skills, must be comfortable interacting with all levels of staff, the public and others.

Skills & Abilities

- Supervisory skills and the ability to assign work and ensure successful completion

by assigned personnel.

- Skilled in project and time management.
- Able to work with minimal supervision.
- Able to maintain confidential information.

Work Demands

Carries out work assignments that require the use of various pieces of office equipment, including but not limited to a computer, photocopier, scanner.

Job involves standing, sitting, walking.

Environment

Works inside in an office environment. May deal with members of the public that are irate or upset.

Position History

October 2024 - This Job Description was reviewed for accurate content and AODA compliance.

Reviewed by Department and approved by:

Scott Luey – Chief Administrative Officer

Date