

Job Description: Community Planner

<p><b>The Corporation of The Township of South Glengarry</b></p>	<p><b>Job Description</b></p>
<p>Position Title:</p>	<p>Community Planner</p>
<p>Group:</p>	<p>Non Union</p>
<p>Supervisor:</p>	<p>General Manager of Planning, Building and Enforcement</p>
<p>Department:</p>	<p>Planning, Building and Enforcement</p>
<p>Prepared By:</p>	<p>General Manager of Planning, Building and Enforcement</p>
<p>Approved:</p>	<p>December 2022</p>
<p><b>Revised:</b></p>	
<p><b><u>Job Function:</u></b></p> <p>Reporting to the General Manager of Planning, Building and Enforcement, the Community Planner is responsible for, assisting the General Manager, dealing with the public and responding to public inquiries, receiving and processing land use planning applications, conducting site visits and for preparing background research, draft planning reports, draft by-laws and draft presentations. The Community Planner will provide assistance to the Committee of Adjustment and will be the assistant Secretary Treasurer to the Committee of Adjustment. The Community Planner may also be required to attend Committee of Adjustment meetings, public meetings and Council meetings together with the GM or in the absence of the GM. The Community Planner may be required to undertake special projects as required and perform other related duties as required.</p>	
<p><b><u>Skills and Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. Post-Secondary Degree in Land Use Planning, Urban Planning or Environmental Science or other related post-secondary education, preferred</li> </ol>	

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2. A minimum of two (2) years of experience and extensive knowledge with land use planning procedures and processes, the Ontario Planning Act and the Provincial Policy Statement; experience in a municipal setting is considered an asset.
3. Membership or eligibility of a full membership in the Ontario Professional Planners' Institute.
4. Knowledge of planning principles, an understanding of land development, municipal policies, development approval processes and geographic information systems (GIS).
5. Excellent oral and written communication skills, analytical, problem solving, report writing and organization skills with the ability to shift priorities and work independently.
6. Ability to interpret and apply the policies and regulations contained in Provincial legislation, the Provincial Policy Statement, the Planning Act, the County Official Plan and the Zoning By-law.
7. Possess strong computer skills and proficiency in Windows based software including Word and Excel and a variety of permit and file management software is required.
8. Proficiency in both the French and English language is considered an asset.
9. Maintain a valid Ontario Class G Driver's Licence.

**Direction Received/Independent Action:**

10. General direction is provided by the General Manager of Planning, Building and Enforcement.
11. Performance is monitored by the General Manager of Planning, Building and Enforcement through the annual performance appraisal process.

**Working Relationships:**

**Routine:**

11. **General Manager of Planning, Building and By-Law**
  - Direct reporting relationship
12. **Chief Building Official**
  - Indirect reporting relationship

13. **Planning and GIS Technician**

- Works closely with for the coordination of planning files, required GIS maps, circulation of planning applications and file management.

14. **Management & Township Staff**

- Exchanges information with all departments inside the Corporation

15. **United Counties of Stormont, Dundas and Glengarry Planning Department**

- Works closely with the staff on land use planning applications whereby the United Counties is the Planning Approval Authority

16. **General Public:**

- Responds to inquiries for information on planning processes and status of applications, Planning Act requirements, and other related information.

**Duties and Responsibilities:**

17. Receive and process a variety of land use planning applications, conduct site inspections, assist in preparing notices, planning reports and decisions.

18. Provide assistance to the Committee of Adjustment as needed, prepares reports and serves as assistant Secretary- Treasurer and Secretary-Treasurer to the Committee of Adjustment in the absence of the GM.

19. Updates and consolidates the Township's Zoning By-Law as required.

20. Conducts research in support of preparing land use planning reports, staff reports and background reports for land use planning and development projects.

21. Maintain confidentiality of matters under discussion such as proposed developments, plans of subdivision etc.

22. Responds to public enquires, coordinates, schedules and attends pre-consultation meetings, prepares meeting notes and circulates and files accordingly.

23. Maintain a database of active land use planning files.

24. Evening Meeting attendance may be required.

25. Performs such other related duties as may be required.

**Impact of Errors:**

26. Many components of this position are subject to Acts, Regulations, By-Laws, and Municipal and Provincial policies. Errors may result in deterioration of organizational image or community relations. Errors may lead to charges/liability against the Corporation resulting in possible fines.

**Physical and Sensory Demands:**

27. Muscular and sensory strain, combined with sensory exertion, is required for moderate periods while working at a personal computer station.

**Mental Demands:**

28. The nature and variety of duties place this position in a high public profile. Stress is a factor due to interaction with members of the public who may be referred to this position seeking resolution of outstanding matters or enquiries related to planning and due to deadlines established by Council and/or legislation.

**Working Conditions:**

**Hours of Work:**

29. Required to work a 7-hour day during normal business hours. Additional hours are occasionally required in excess of the regular workday to attend public meetings, Committee of Adjustment meetings, Council meetings or to complete reports.

30. Overtime is compensated as per Township Policy.

**Work Environment:**

31. Work is generally performed in a normal office environment. Work involves hourly interruptions and conflicting demands, emotionally charged situations and daily deadlines.

**Hazards:**

32. Usual hazards consist of repetitive motion injuries from keyboard activities. Risks including illness or personal injury during situations when exposed to the general public.