



The TOWNSHIP of
NORTH DUMFRIES

EMPLOYMENT OPPORTUNITY SENIOR PLANNER

If you're an experienced individual who is looking for a new career opportunity and challenges within a growing Municipality, then we invite you to consider joining the Township's Development Services Department. In North Dumfries you will find a career opportunity where you can be part of a Team of professional staff where a diversity of land use practices and dynamic responsibilities exist.

The Township of North Dumfries is seeking applications for the position of **Senior Planner**.

The Township of North Dumfries is situated in the southern part of Waterloo Region, straddling the Highway 401 corridor adjacent the Cities of Kitchener and Cambridge. Due to our locational attributes, the Township of North Dumfries is poised for residential growth where development is already underway for the planned population of an additional 6,000 residents and over 2,300 new employment positions by 2031.

Reporting to the Director of Development Services, the incumbent will perform a range of functions in accordance with established standard operating procedures, Departmental and Corporate policies, land use planning principles and practices, and Provincial legislation and Plans, with a focus on quality customer service and continuous improvement processes.

The ideal candidate will possess the following qualifications:

1. University degree or Community College Diploma in planning or related discipline with eligibility for membership in the Ontario Professional Planners Institute. Preference for individuals that have a minimum of 4 years of Municipal land-use planning experience..
2. Strong organizational skills to prioritize workload and perform technical and administrative tasks.
3. Sound judgement and excellent analytical and decision-making / problem solving skills.
4. Effective communication skills, both oral and written, and, strong customer service focus.
5. Ability to work with minimal supervision and as part of a Team

A copy of the Job Description is available for viewing / downloading from the Township's website [www.northdumfries.ca]

This is an excellent opportunity for a professional with a demonstrated record of accomplishment to leave your mark on a growing Municipal enterprise. The Township offers a competitive salary range of \$68,632 to \$85,794 [2022 \$ under review] plus benefits. Wages will be determined through the experience and qualifications of the selected candidate.

Submit resumes with cover letter before **4:30 pm – Monday June 12th, 2023:**

Shannon Black, Director of Development Services / CBO
2958 Greenfield Road P.O. Box 1060
Ayr, Ontario NOB 1E0
sblack@northdumfries.ca

If you need an accessible format, please email ddonald@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection



JOB DESCRIPTION

SENIOR PLANNER

Reports To: Director of Development Services / Chief Building Official

Supervises: Planner I / GIS Technician

Department: Development Services

Division: Planning

Classification: Non-Union

Position Overview:

Responsible for the provision of professional services related to a diverse land use planning portfolio, including the preparation of Reports / presentation of Reports; conducting research and the preparation or coordination of technical reports / studies; appearance as a professional witness before the Ontario Land Tribunal (OLT) or other administrative tribunals; and, mentoring Division Staff

A. KEY ROLES AND RESPONSIBILITIES

1. Reviews applications filed under the authority of the *Planning Act* and prepares Reports and recommendations to Council / Committees on Official Plan & Zoning By-law amendments, plans of subdivision / condominium, site plans, consents and minor variances, as assigned.
2. Undertakes the completion of special studies, Official Plan Amendments and similar land use activity policy assignments.
3. When applicable, develops terms of reference for studies or projects and coordinates consultants that are assisting the Township with professional services.
4. Serves as an expert witness at Ontario Land Tribunal (OLT) Hearings and other administrative tribunals.
5. Assists the Director by developing plans, programs and procedures for the carrying out of the Corporation's policies and by-laws within the Planning Services Division.

Job Description

Senior Planner

Revised: August 15, 2022

6. Assesses future staffing needs and recommends staffing complement changes and Divisional structure changes to the Director of Development Services.
7. Monitors the performance and conducts regular performance reviews of Planning Services Division Staff. Makes recommendations to the Director of Development Services on the recruitment, appointment, dismissal, suspension of the Division's Staff when required.
8. Mentors Planning Services Division Staff and develops internal / external training and educational opportunities to enhance their abilities.
9. Coordinates the Township's Geographic Information System (GIS) and provides direction to Staff on the development and maintenance of data, standards and protocols.
10. Coordinates the Planning Division databases including residential and employment land inventories, population and community demographic profiles, business and labour force statistics, development status list, etc. and provides direction to Staff on the development and maintenance of the databases.
11. Provides direction to Staff on matters associated with updates and consolidation of amendments to maps and schedules contained within the Township's Official Plan and General Zoning By-law.
12. Prepares or provides direction to Staff for the preparation of visual presentation aids (graphics, maps, PowerPoint, etc.) and other support material for planning reports, presentations, etc.
13. Responds to inquiries from the general public, developers, consultants, businesses, staff and Council members for information on planning processes and status of applications, Zoning, Official Plan and *Planning Act* requirements, community demographic and planning related statistics, maps, and other related information.
14. Assists with the on-going use and maintenance of the Township's Built Heritage Inventory, inclusive of liaison with the Municipality's Heritage Advisory Committee, review / assessment of Cultural Heritage Impact Assessment reports and similar initiatives.
15. Conducts site inspections to determine the development suitability of properties in relation to planning applications, as required.

Job Description

Senior Planner

Revised: August 15, 2022

16. Attends Council Public Meetings, Advisory Committee Meetings, Council / Committee Meetings and other planning related meetings, as required.
17. Represents the Township on Co-ordination Committee(s) with the other public sector partners associated land use planning and related matters;
18. Works collaboratively with the Fire Chief, Director of Engineering & Public Works, Director of Leisure & Community Services and the Building Division personnel on *Planning Act* applications and/or planning related matters.
19. Performs other duties as assigned, in accordance with Departmental, Divisional or Corporate objectives.
20. Participates, as required, during the enactment of the Township's Emergency Management Plan.

B. SKILLS AND QUALIFICATIONS

1. University degree or Community College Diploma in planning or related discipline.
2. Eligibility for membership in the Ontario Professional Planners Institute.
3. Preference for individuals that have a minimum of 4 years of Municipal land-use planning experience, preferably in an urban / rural community context, including relevant experience utilizing GIS applications.
4. Demonstration of excellent interpersonal communications, customer service, organizational / time management, analytical, research and report writing skills.
5. Excellent interpersonal, organizational and communication (oral & written) skills as interaction is with a variety of individuals both inside and outside of the Corporation. Communication with Staff, Council, government agencies, consultants and the public may involve complex and detailed exchanges.
6. Sound judgement, excellent analytical and decision-making skills.
7. Knowledgeable and sound working practices involving the *Planning Act*, *Provincial Policy Statement*, *Growth Plan for the Greater Golden Horseshoe Area* and other related planning legislation / regulations / guidelines; rural & urban planning principles, practices and processes; and, contemporary research techniques.

Job Description
Senior Planner
Revised: August 15, 2022

8. Thorough working knowledge of Microsoft Office software, and, property management software.
9. Possession of a valid Drivers' License and daily access to a personal motor vehicle to conduct Township business.
10. Must be able to work after normal business hours to attend Council / Advisory Committee Meetings or when necessary to meet deadlines and/or deal with major Corporate events such as the activation of the Municipality's Emergency Management Plan.

C. WORKING CONDITIONS

1. The Senior Planner generally works in a comfortable office environment, however the incumbent will be conducting site visits and as such exposure to outdoor seasonal conditions and varied topography, outdoor settings, etc will be experienced. The position requires a high level of activity and output with frequent year-round deadlines.
2. Considerable opportunity exists for stressful interaction with members of the Public who may be referred to this position seeking resolution of outstanding matters or enquiries related to planning information.
3. Deadlines associated with Council / Committee agendas and reports, attendance at Council / Committee meetings, and, the pressure of work demands and multiple priorities from a variety of sources yield results in frequent hours employed outside of regular business hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: Grade 9 [Fulltime Permanent]

Regular Work Week: Monday to Friday, 35 hours / week

Prepared & Approved By: _____ Date: _____
Andrew McNeely,
Chief Administrative Officer