



## **PLANNER JOB DESCRIPTION**

**Position Title:** Planner  
**Department:** Planning  
**Reports To:** Department Manager and Clerk  
**Revised:** July 2025

### **POSITION SUMMARY**

The Planner assists the Township's Planning Consultant with services delivered by the Planning Department, including public inquiries regarding development, the preparation of professional planning reports, presentations to the public and Council, and oversight of the Planning Act approval process. The Planning Department provides professional opinions, advice and guidance to Council, Township staff, and the public on the orderly growth and development of the municipality, in accordance with the Township's Official Plan, the Planning Act, the Provincial Planning Statement, and other approved documents.

The Planner demonstrates a high level of professionalism, advanced communication skills, and strong technical abilities. This includes delivering presentations, leading consultations, collaborating effectively, negotiating, resolving conflicts, facilitating discussions, building consensus, and providing professional planning opinions. The role requires a strong commitment to teamwork and collaboration, as well as personal accountability and responsibility.

The position provides intake and review of a wide variety of land use and development proposals. This position will also frequently correspond with members of the public, contractors, and agencies regarding general inquiries related to the Township's planning policies.

Working under the guidance of the Township's Planning Consultant, a Registered Professional Planner (RPP) with the Ontario Professional Planners Institute (OPPI), this role provides an opportunity for advancement.

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all the work requirements inherent in this position.

## KEY ACTIVITIES & RESPONSIBILITIES

1. Acts as the point of contact for the public with respect to Planning Services. Receives incoming visitors and telephone calls, identifies client needs, directs clients to the appropriate staff member or organization, and responds to general inquiries about planning matters. Supports the Planning Consultant in addressing difficult or complex issues. Assist the public in interpreting planning-related documents and policies.
2. Supports the Township with the administration and enforcement of land use planning policies and procedures. This includes assisting the public with all planning matters and ensuring all zoning requirements are met.
3. Undertakes Planning Act file preparation, tracking, and initial review at the application stage to ensure essential content is obtained from the applicant for planning applications. Ensures that applications are complete and accurate in coordination with the Planning Consultant and the Applicant.
4. In collaboration with the Planning Consultant, review planning applications for completeness and to ensure compliance with Official Plan, Zoning, agreements, etc. to ensure proper development. Advise all applicants of any requirements for Official Plan or Zoning By-Law Amendment, Minor Variance, required studies/reports, etc.
5. Provides information related to development inquiries in a considerate manner, conscious of context and audience. Provides advice, assistance and guidance to prospective applicants and their agents regarding planning applications.
6. Receives or acquires information from consultants, professionals, other municipalities and agencies, as directed by the Planning Consultant or Department Manager.
7. Researches and obtains legal documentation (land registry documents) associated with planning applications/development proposals as required.
8. Prepares draft agendas, minutes, resolutions, and other related documentation for the Committee of Adjustment as directed and required by the Clerk/Planning Consultant. Assists with meeting preparation as required. Attends open houses, public meetings, committee/council meetings when required.
9. Prepares draft Planning reports for the Planning Consultant as required.
10. Assists with the preparation of materials and other work to support the Township at court proceedings, the Ontario Land Tribunal, and other administrative tribunal hearings as required.
11. Assists with the research and preparation of reports and other information required by Council, the CAO, senior levels of Government and Agencies.
12. Prepares draft Zoning Compliance Reports for the Planning Consultant and Chief Building Official review and signature.

13. Assists in the preparation of the annual Planning Department's operating budget and presents same to Treasurer and Council and assists with financial and budget monitoring for the Planning Department;
14. Codes department accounts payable/receivable invoices for approval by the Department Manager.
15. Maintains Township records, databases, electronic and physical filing systems and department files for the Planning Department. This includes assisting with the maintenance of the Township's GIS system.
16. Completes research regarding new developments, training needs, and changes to legislative and regulatory requirements, as directed and required by the Planning Consultant.
17. Prepares and circulates letters, notices, etc. required for circulating Planning Applications, as directed by the Planning Consultant. Prepares/maintains mailing lists, when required.
18. Performs other directly related duties of the position as assigned, including but not limited to issues related to community development, infrastructure investment, economic development, heritage preservation, and environmental management.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above, from time to time, as directed by the Department Manager or designate.

## **POSITION REQUIREMENTS**

### **EDUCATIONAL REQUIREMENTS:**

1. A post-secondary degree in Land Use Planning or related field or equivalent experience as recognized by the Ontario Professional Planning Institute.
2. Membership, or the ability to obtain, in the Canadian Institute of Planners / Ontario Professional Planners Institute (OPPI).
3. Registered Professional Planner (RRP) designation from the OPPI would be considered an asset.

### **EXPERIENCE:**

Prior planning experience in a position of similar responsibility, or a suitable combination of education and planning experience, preferably in a municipal setting. A minimum of two years of progressive land use planning experience is preferred. A minimum of two years of experience in a municipal planning department is considered an asset.

### **SKILLS AND COMPETENCIES:**

1. Knowledge of municipal legislation/regulations related to development, including the Planning Act, Municipal Act, Building Code Act, Environmental Assessment Act, Development Charges Act and related legislation, etc.;
2. Excellent computer skills, including knowledge of Microsoft Office software, GIS, and other related software packages with a strong sense of uses/opportunities for technology in a municipal environment;
3. Ability to build trust and credibility in a politically sensitive role while demonstrating tact and diplomacy;
4. Ability to analyze and make timely decisions taking into account facts, goals, constraints and risks of a situation;
5. Open to new ideas and innovative approaches;
6. Excellent verbal (courtesy, tact, discretion, explanation, judgement and presentation skills) and written communication skills including grammar/spelling skills for proofreading, editing and writing reports/correspondence;
7. Demonstrated excellent organizational skills and time management skills;
8. Discretion and good judgement when handling confidential/sensitive material/information;
9. Demonstrated commitment to personal and professional development;
10. Possesses and maintains a valid Ontario Class G Driver's License and reliable vehicle to use on corporate business when/if required;
11. Work with the public, in a service-oriented environment, to transfer technical information to both technical and non-technical people with tact and diplomacy.

### **WORKING CONDITIONS:**

This position will be scheduled to work regular office hours, reflecting a 37.5-hour work week. May be required to attend evening meetings and occasionally work additional hours to meet peak workload demands. Works primarily in an office environment, although there is some exposure to outside elements, such as inclement weather, required for site inspections. Meets changing deadlines and requirements with interruptions from the public and staff.

### **PHYSICAL SKILLS & EFFORT:**

This position requires intense visual and listening skills, the ability to sit for long periods, the ability to stand for extended periods, the use of hands, repetitive physical actions, the ability to walk on uneven surfaces, climb stairs, and maintain hand-eye coordination. Physical demands, such as lifting and carrying files, reports, and drawings weighing up to 50 pounds, will be required.

### **ENVIRONMENTAL DEMANDS:**

The position may have to address a number of files and situations at one time, and frequent interruptions may be common. The environment may be busy, noisy, and often deal with several requests by others during short time intervals. The employee

must be an excellent communicator and be able to manage various issues with staff and the public. The position requires the frequent use of a computer and other office equipment.

**MENTAL DEMANDS:**

The position is required to make decisions to ensure compliance with the Planning Act, Environmental Assessment Act, Township policies and by-laws, etc. Directs the activities of staff. It will be necessary to manage several requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organizational and time-sensitive skills will be needed to complete some required tasks. Determines work priorities. Attempts to deal with complaints, but difficult problems or complaints are referred to the appropriate staff member.

**FINANCIAL AUTHORITY**

- Assists in the preparation of the annual Planning Department's operating budget and presents same to Treasurer and Council.
- Assist with financial and budget monitoring for the Planning Department;
- Accuracy of accounts payable coding of invoices required; and
- Accuracy of date entry for invoices, deposits, etc. required.