

TOWN OF CARLETON PLACE

-

EMPLOYMENT OPPORTUNITY

Come grow with us! The Town of Carleton Place is seeking an individual to fill the full-time position of Senior Planner.

Summary: Reporting to the Director of Development Services, the Senior Planner assists in the evaluation and analysis of Planning Act applications and development proposals to ensure consistency with the Planning Act, and other applicable law. Carleton Place is a fast growing, dynamic municipality with a lens on environmentally conscientious design.

Qualification/Experience:

1. A university degree in Land Use Planning or related field or equivalent experience as recognized by the Ontario Professional Planning Institute,
2. Membership in the Canadian Institute of Planners/Ontario Professional Planners Institute,
3. Registered Professional Planner (RPP) designation in good standing,
4. A minimum of three (3) years' experience in a planning position, preferably in a municipal setting,
5. 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.,
6. 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,
7. Ability to analyze and make timely decisions taking into account facts, goals, constraints and risks of a situation, and
8. Possesses and maintains a valid Class G Ontario Driver's License and reliable vehicle to use on corporate business when/if required.

A detailed job description, for this position, can be accessed at www.carletonplace.ca
The 2022 salary range is \$59,641.40 - \$75,965.50 per annum based on a 36.25 work week with a comprehensive benefit package, 100% employer paid, plus a pension plan with matching employer contribution.

Interested applicants are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Applications must be received no later than 2:00 P.M. on Monday, November 21, 2022, quoting "Senior Planner" by email hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this

competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



TOWN OF CARLETON PLACE JOB DESCRIPTION

DEPARTMENT:	Development Services Department
DIVISION:	N/A
JOB TITLE:	Senior Planner
EMPLOYEE GROUP:	Non-Union
PAY GRID:	7
SUPERVISOR:	Director of Development Services
REVISION DATE:	November, 2022

POSITION SUMMARY:

Reporting to the Director of Development Services, the Senior Planner assists in the evaluation and analysis of Planning Act applications and development proposals to ensure consistency with the Planning Act, the Provincial Policy Statement and any documents approved thereunder, County of Lanark Sustainable Communities Official Plan, the Town's Official Plan and Development Permit By-law.

DUTIES AND RESPONSIBILITIES:

1. Provides input to the Director into the long-term visioning for objectives of the Development Services Department;
2. Serves as a primary contact person within the Department for planning inquiries;
3. Assists the Director and other Departments as required, in the administration, interpretation, and enforcement of local planning documents such as the Development Permit By-law and Town's Official Plan, including the processing of complaints, violations, etc.
4. Undertakes the processing, review and evaluation, including pre-consultations of Development Permit applications, part lot control applications and consents including coordination with internal Departments and outside agencies
5. Assists the Director in the processing, review and evaluation, including pre-consultations of Development Permit Amendments, Official Plan Amendments, and

Subdivision applications, including coordination with internal Departments and outside agencies

6. Assists the Director in the preparation of studies, reports, agreements, requests for proposals and letters on planning related matters and pertinent legislation to Committees, Council, staff and the general public.
7. Assigns administrative processes and day to day administrative tasks to the Planning Administrator.
8. Completes site inspections, when necessary, of any property that is subject to a planning application.
9. Serves as a technical advisor on various ad-hoc committees as assigned.
10. Assists the Director in researching, evaluating, developing and/or updating local planning documents and policies.
11. Provides expert witness testimony as needed before the courts and applicable tribunals;
12. Assists the Director in the preparation draft subdivision conditions with input from relevant staff and agencies for Council's approval and submission to the County of Lanark and with appropriate staff input, and recommends to the Director, releasing of conditions of draft subdivision approval once fulfilled;
13. Provides advice in policy formulation to the Director, including the development and maintenance of the Town's Official Plan, land use, building standards and other development related by-laws;
14. Ensures that any policies and directives impacting the Development Services Departmental functional areas of the Municipality are carried out;
15. Improves the appreciation, preservation and enhancement of the cultural, human and natural heritage assets of the Municipality;
16. Attends Open Houses, Public Meetings, Committee and Council meetings when required.
17. Liaises with developers, contractors and government departments and agencies;
18. Assists the Director in undertaking community and economic development studies and strategies as required;
19. Assists the Director in the review of policies, programs, processes, procedures and performance measures to ensure their relevance, effectiveness and efficiency, and recommends development or changes, as required;

20. Ensures prompt and accurate completion of all reports, records and required documentation;

21. Effectively collaborates on projects with peers and more senior-level personnel in other departments, agencies, levels of government and stakeholders;

22. Promotes an environment characterized by teamwork and collaboration, modelling an inclusive culture which encourages all employees to work cooperatively and network to achieve common objectives and to develop a healthier, and more rewarding and productive working environment;

23. Assists the Director in the preparation of various divisional and Departmental reports/correspondence including a yearly strategic operational plan outlining divisional goals and a year-end analysis;

24. Assists in the maintenance of the Town's GIS system;

25. Attends conferences and meetings to keep abreast of current trends in the field as approved by the Director; represents the Town of Carleton Place in a variety of local, county, provincial and other meetings as directed.

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 Director of Development Services.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

1. A university degree in Land Use Planning or related field or equivalent experience as recognized by the Ontario Professional Planning Institute
2. Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute
3. Registered Professional Planner (RPP) designation in good standing

EXPERIENCE:

A minimum of three (3) years' experience in a planning position, preferably in a municipal setting.

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.

SAFETY

The Town of Carleton Place believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As a manager, you must be familiar with the Town's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work;

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING CONDITIONS:

This position will be scheduled to work regular office hours. May be required to attend evening meetings and the occasional requirement to work additional hours to meet peak workload demands. Mainly works in an office environment, though 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, ability to sit for long periods of time, ability to stand for long periods of time, use of hands, repetitive physical actions, ability to walk and climb stairs, and hand-eye coordination. Physical demands such as lifting and carrying files, reports and drawings will be required.

ENVIRONMENTAL DEMANDS:

The position may have to serve a number of people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing 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 the compliance with the Planning Act, Environmental Assessment Act, Town policies and by-laws, etc. Directs the activities of the Development Services staff. It will be necessary to manage a number of 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.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Lawyers, Professional Consultants, General Public, Trades and Construction Professionals, Agency Partners (Health Unit, Conservation Authority, Ministry Representatives)