

TITLE: PLANNER I

DEPARTMENT: PLANNING

DIVISION: PLANNING AND DEVELOPMENT

PURPOSE OF JOB:

Responsible for assisting the Planning and Building Departments with all aspects of land use, planning and development and cultural heritage planning functions and services.

There are two separate areas of focus and responsibility for the Planner I. Incumbents will have a focus on either the Heritage or the Development portfolio.

The Planner I who specializes in Development will be in charge of the co-ordination of the Subdivision, Site Plan Control and Committee of Adjustment approval processes, and providing land use planning advice, opinions and relevant reports and memoranda to Council, Committees of Council, the public, agencies and other stakeholders.

The Planner I who specializes in Heritage will be in charge of the Heritage Permit approval processes, and providing land use and cultural heritage planning advice, opinions and interpretations on relevant legislation and preparing reports and memoranda to Council, the public, agencies and other stakeholders.

REPORTS TO: MANAGER, DEVELOPMENT REVIEW

MAIN RESPONSIBILITIES:

Technical Operation – General

- Assists the Director, Planning & Development and Manager, Planning with all aspects of the administration of the Corporation's land use planning, development and/or cultural heritage planning programs, including assisting the Director/Manager with such matters as: the processing and review of various development applications, including Official Plan and Zoning By-law Amendments, Subdivision and Site Plan proposals and Heritage Permits; research and interpretation of applicable local and provincial policies and regulations; the preparation of reports, memoranda and other technical documents; and, the presentation of planning recommendations and opinions to the Planning & Development Advisory Committee, Cobourg Heritage Advisory Committee (and other municipal advisory committees, where required), Development Review Team, Committee of the Whole, and Municipal Council.
- Responds to daily public written and verbal inquiries for planning, development and/or cultural heritage information.
- Ensures the availability of updated planning and cultural heritage documents for users.
- Updates and maintains digital records and summaries of development applications.
- Assists the Director, Planning & Development and/or the Manager, Planning on special projects.

- May be required to attend as a witness at the Local Planning Appeal Tribunal, Conservation Review Board (and/or other quasi-judicial tribunals) and Court Hearings on behalf of the Corporation.

Technical Operation – Development

- Under the direction of the Director, Planning & Development and the Manager, Planning, coordinates and oversees the administration of the Corporation's Subdivision and Site Plan Approval processes, including: consultations with applicants; receiving development applications; circulating plans and other related documentation to the Development Review Team (DRT); acting as Chair and Secretary to DRT; compiling comments and corresponding with the applicant, agencies and DRT; research and interpretation of applicable policies and regulations; preparing reports, memoranda, correspondence and other technical documentation; preparing and finalizing agreements for presentation to Council; monitoring/tracking agreement time limits, conditions and other development requirements; and, conducting inspections and ensuring compliance with approved plans and agreements;
- Under the direction of the Director, Planning & Development and Manager, Planning, coordinates and oversees the administration of the Committee of Adjustment process, including consultations with applicants, receiving and circulating applications, preparing Notices and reports, reviewing and presenting planning opinion reports and recommendations on applications, implementing decisions and providing other related documentation to the Committee in accordance with the Planning Act.
- Under the direction of the Manager, Planning, presents development plans to the Corporation's Accessibility Advisory Committee and provides technical land use planning advice and recommendations to the Committee, Council and municipal staff on matters related to development and accessibility and, ensuring compliance with approved plans, permits and related documentation.

Technical Operation – Heritage

- Under the direction of the Director, Planning & Development and Manager, Planning, coordinates the administration of the Heritage Permit Approval process, including receiving heritage permit applications; circulating plans and other related documentation to the Cobourg Heritage Advisory Committee (CHC); acting as CHC Co-ordinator; conducting research and providing technical advice on matters related to heritage and cultural preservation; corresponding with the applicant; issuing Heritage Permits; and, ensuring compliance with approved plans, permits and related documentation, and the provisions of the Heritage Act. Also responsible for ongoing policy and guideline development required for the efficient functioning of the Heritage Approval Process and conducts research and provides professional advice on matters related to heritage and cultural preservation, and providing professional planning advice to other Planning and Building Staff on issues of cultural heritage interest regarding new development applications in the context of local and provincial legislation.

Advice and Information

- Provides technical support and advice to, and consults and exchanges information with, the Director, Planning & Development, Manager, Planning, Chief Building Official, Cobourg Municipal Council, Development Review Team (DRT), Committee of Adjustment, Planning & Sustainability Advisory Committee, Cobourg Heritage Advisory Committee, Accessibility Advisory Committee, municipal staff and agencies on all aspects of land use planning, development and cultural heritage planning issues.
- Provides advice to and exchanges information with applicants, consultants, community groups and the public on all aspects of land use planning, development and cultural heritage planning matters.
- Maintains good public relations with the general public and business community.
- Under the direction of the Director, Planning & Development and/or Manager, Planning, may provide relevant land use planning, development, cultural heritage planning and related resource background information to the media.

Other Related Activities

- Performs such other related duties as may be assigned by the Director, Planning & Development and Manager, Planning.
- Attends meetings of Cobourg Municipal Council, Development Review Team (DRT), Planning & Development Advisory Committee, Committee of Adjustment, Cobourg Heritage Advisory Committee, Accessibility Advisory Committee, and other municipal Committees and external agencies as required.

EDUCATION & EXPERIENCE REQUIRED:

- A University degree in Planning or a degree in a related field is required
- Eligibility for membership in the Ontario Professional Planners Institute (OPPI), Canadian Institute of Planners (CIP), Canadian Association of Heritage Professionals (CAHP), and/or Canadian Association of Certified Planning Technicians (CPT) is required
- Demonstrated research skills and a proficient understanding of the Ontario Planning and Heritage Acts, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe and Accessibility for Ontarians with Disabilities Act (A.O.D.A.) is required.
- Ability to work effectively in both a team environment and individually with minimal supervision.
- Strong organizational, analytical, and project management skills.
- Strong communications, problem-solving, negotiation, conflict/dispute resolution, facilitation, and interpersonal skills with a strong sense of customer service.
- Ability to set priorities and meet deadlines under pressure.
- Good working knowledge of computer software applications, such as MS Word, Excel, GIS, iCompass and CityWorks/PLL. is required.
- Must possess a valid Class "G2/G" Driver License with a satisfactory drivers record and access to a reliable vehicle for work.
- Must obtain a Satisfactory Police Record Check upon employment.
- Must possess valid First aid and CPR or must obtain within 60 days of hire.

TECHNICAL AND PROFESSIONAL SKILLS REQUIRED:

Development

- A minimum of one (1) year of land use and development planning experience, preferably in a municipal planning environment, is preferred.
- Good working knowledge of the land use planning and development field is required, including technical knowledge in the analysis of land use, policy and development planning.

OR

Heritage

- A minimum of one (1) year of cultural heritage planning experience, preferably in a municipal planning environment is preferred.
- Good working knowledge of the planning and cultural heritage field, including technical knowledge in the analysis of heritage policy and regulations, cultural heritage preservation and planning and archaeology.

SUPERVISION:

Direct: None

Indirect: None