



POSITION DESCRIPTION

POSITION:	SENIOR PLANNER
DEPARTMENT:	DEVELOPMENT SERVICES
CURRENT ISSUE:	JANUARY 2024
NEXT REVISION:	JANUARY 2029
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Reporting to the Director, Development Services and Engineering, the Senior Planner will play a key role within the Department working towards managing growth and change within Mississippi Mills. The Senior Planner will act as a resource and mentor for members of the Planning Team and is a key member of the Development Review Team, along with Engineering, Building and Public Works staff. The Senior Planner receives and evaluates a range of planning applications including Official Plan and Zoning By-law Amendments, Plans of Subdivision/Condominium, Site Plans, and other planning applications. The Senior Planner provides professional planning opinion, advice and direction to staff, Council, developers, and members of the public. The Senior Planner has in-depth knowledge of the planning policy framework in Ontario, Provincial Policy Statement, the Community Official Plan, and various municipal bylaws and how they apply to complex planning applications in a growing urban/rural municipality. The Senior Planner prepares reports and attends Council meetings and also attends Committee of Adjustment and Heritage Committee meetings as needed.

DUTIES AND RESPONSIBILITIES:

1. Processes and evaluates applications such as subdivisions, consents, zoning by-law and official plan amendments, site plans and minor variances.
2. Prepares studies and reports on planning related issues for Council's consideration.
3. Provides planning information related to land use planning matters and pertinent legislation to Committee, Council, staff and the general public.
4. Completes site inspections, when necessary, of any property that is the subject of planning applications.
5. Resource person for all severance inquiries and applications including:
 - evaluating severance applications
 - preparing reports on the applications and forwarding to the Land Division Committee
2. Acts as a liaison between developers, their agents and ministry officials and Committee of the Whole and Council.

6. Prepares site plan control agreements and coordinates the review of site plans with internal departments and outside agencies.
7. Administers all subdivision applications including:
 - Guiding applicants through pre-consultation process at municipal level
 - Coordinating responses from Municipal staff and consultants and forwarding a recommendation to Committee of the Whole outlining probable conditions of approval
 - Coordinating public meetings
 - Prepares Notice of Public Meeting
 - Forwarding municipal response and all necessary documentation to the County of Lanark
 - When draft conditions are satisfied:
 - i. Prepares draft subdivision agreement incorporating the requirements of the draft condition
 - ii. Revises the draft agreement as required to reflect issues as agreed by the developer and the Committee of the Whole
 - iii. Forwards the subdivision agreement to the Municipality's solicitor for registration
8. Works with the Director, to prepare the Planning Budget and assists with the oversight of the Planning operating and capital budgets in accordance with the Municipality's procurement process.
9. Administers and enforces land use planning procedures and policies.
10. Acts as a resource to the Director, CAO and Council on planning matters which may involve staff reports and attends Council and Committee meetings as required
11. Assists the Director in the representation of the Municipality before the Courts, OLT and other hearings pertaining to land use development.
12. Assists the Director in the administration and enforcement of the Municipality's Official Plan, Zoning By-law, site plan control and subdivision agreements, including the processing of complaints and violations.
13. Responsible for leading any reviews or updating of policies and provisions of the Municipality's Official Plan and Zoning By-law.
14. Supervises contracts entered into between the municipality and planning consultants.
15. Consult with residents on local planning matters to arrive at mutually beneficial solutions
16. Assists the Director on establishing goals and objectives, providing direction and guidance on standards and principles of operation as they relate to the Planning Branch
17. Assists the Director in determining any staffing requirements for the Planning Branch and for assisting in the hiring thereof
18. Responds to questionnaires, surveys and other requests for information related to planning matters.

19. Acts for the Director in their absence.
20. Performs such other duties as directed.
21. The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

QUALIFICATIONS:

- University Degree in planning, geography or related field with preference for a Master's Degree
- Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute or an ability to obtain.
- A minimum of 5-7 years prior planning experience in a position of similar responsibility and preferably in a municipal setting.
- Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute
- Valid Class G Ontario Driver's License.
- Must have a sound working knowledge of computers. Experience with GIS would be an asset
- Excellent verbal and written communication skills
- Analytical skills, initiative, and ability to work under pressure.

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders.
- You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.

- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Director of Development Services & Engineering.

TITLE

SIGNATURE

DATE

Director of Development Services
& Engineering

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

SENIOR PLANNER - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position				X
Standing – remaining on one’s feet in an upright position without moving about or combined with walking			X	
Walking – moving about on foot on level or uneven surfaces			X	
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees		X		
Crouching/Squatting – Bending down and forward by bending legs at knees		X		
Crawling – Moving about on hands and/or knees or feet.		X		
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.		X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X		
Lifting	Under 10 lb. (4.5 kg)		X	
	10 – 20 lb. (4.5 – 9.0 kg)		X	
	20 – 40 lb. (9.0 – 18.0 kg)		X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift		X	

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors	X	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

WORKING RELATIONSHIPS

Internal	CAO, Colleagues in Development Services and Engineering; Roads and Public Works, Community Services, Clerk's Office, Protective Services Departments. The Senior Planner is required to communicate with periphery municipal agencies and committees and with members of Council.
External	Consult with partner agencies, provincial and federal Ministries, consultants, stakeholder groups and general members of the public.

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors	X					As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council		X				Providing information, seeking approval/direction	X	X

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses	X					Supporting referred-in workload	X	X

ENVIRONMENTAL DEMANDS:

This position may have to serve a number of people at one time and frequent interruptions may be common. The office environment may be busy, noisy often dealing with several requests by others during short time intervals. The employee must be an excellent communicator, adaptable and possess the ability to manage conflicting priorities. The position requires frequent use of the computer and other office equipment.

WORKING CONDITIONS:

This position requires you to work primarily in an office or home-office environment. However, additional work may be required to complete special requests or projects and conduct site visits. After-hours meeting attendance or travel may also be required.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent