

**MUNICIPALITY OF MISSISSIPPI MILLS  
JOB DESCRIPTION**



<b>DEPARTMENT:</b>	Building and Planning Department
<b>DIVISION:</b>	Planning
<b>JOB TITLE:</b>	Planner
<b>EMPLOYEE GROUP:</b>	Non Union
<b>SUPERVISOR:</b>	Senior Planner
<b>REVISION DATE:</b>	March 2021

**POSITION SUMMARY AND SCOPE:**

Reporting to the Senior Planner, the Planner shall work within the Building and Planning Department to evaluate and analyze Planning Act applications and development proposals for consistency with applicable legislation, the Provincial Policy Statement, the Community Official Plan and various municipal bylaws. The Planner, as directed, will consult and liaise with partner agencies, governing bodies, municipal committees, Council and community stakeholders.

**DUTIES AND RESPONSIBILITIES:**

1. Serves as the primary contact person within the Planning Department for day-to-day planning inquiries.
2. Assists the Senior Planner and other departments in the administration, interpretation, and enforcement of local planning documents, such as the Zoning By-law, Site Plan Control By-law, and Community Official Plan.
3. Assists the Senior Planner in the processing, review, and evaluation of Minor Variance and Consent, Zoning By-law Amendment, Official Plan Amendment, Site Plan Control, and Subdivision applications and aids in coordination with internal departments and outside agencies.
4. Represents the Planning Department at the Committee of Adjustment. Presents the recommendations on applications.
5. Assists the Senior Planner in the preparation of studies and reports on planning applications, related issues and pertinent legislation to Committees, Council, staff, and the general public, and represents the Planning Department at Open Houses, Public Meetings, and Council meetings when required.
6. Assists the Senior Planner with the preparation and administration of subdivision, site plan, and consent agreements when required by applicable Planning Act applications.
7. Completes site inspections, when necessary, of any property that is subject to a planning application.
8. Serves as a member and/or technical advisor on various ad-hoc committees.

9. Assists the Senior Planner in researching, evaluating, developing and/or updating local planning documents and policies.
10. Performs other duties and tasks as directed by the Senior Planner.

**EDUCATIONAL REQUIREMENTS:**

- University Degree in a planning related field
- Full or Provisional Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute or qualifies and willing to obtain

**SKILLS AND COMPETENCIES:**

- Full or Provisional Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute or qualifies and willing to obtain
- 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
- Presentation skills and working knowledge of Microsoft Office.

**EXPERIENCE:**

- A minimum of two to three (2 – 3) years of progressive planning experience in a position of similar responsibility with experience with Planning Act applications.

**WORKING RELATIONSHIPS:**

<b>Internal</b>	Colleagues in Planning and Building; Roads and Public Works; Clerk’s Office; Fire Department. The Planner is required to communicate with periphery municipal agencies and committees and with Councillors.
<b>External</b>	Consult with partner agencies, provincial and federal Ministries, stakeholder groups and general members of the public.

**SUPERVISOR/MANAGEMENT:**

The position does not have supervisory responsibilities.

Hours of work: 40 hours per week  
 Evening meetings and overtime may be required